

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

ATTACHMENT J-2

DATA REQUIREMENTS DESCRIPTION

**JOHN C. STENNIS SPACE CENTER AND
MICHoud ASSEMBLY FACILITY
SYNERGY-ACHIEVING CONSOLIDATED OPERATIONS AND MAINTENANCE
(SACOM) CONTRACT**

**ATTACHMENT J-2
DATA REQUIREMENTS DESCRIPTION**

INTRODUCTION

1.0 SCOPE

This is the basic contract document that shall govern all data required by and for the SACOM Contract.

Data generated within the normal course of the contracted work, and not a part of the data required by a Data Requirement Description (DRD), shall be made available in accordance with the requirements of the SACOM contract.

The Contractor shall prepare, maintain, and deliver all data described in the Data Requirement Descriptions (DRDs). This data shall be in accordance with the general requirements set forth in this document and individual requirements within each DRD.

2.0 DESCRIPTION

This document contains DRD general requirements, a comprehensive listing of DRDs, and individual DRDs. The following general requirements are applicable to the preparation, maintenance, and delivery of data and are better defined in aggregate than in the individual data requirements descriptions.

3.0 GENERAL REQUIREMENTS

3.1 Delivery

3.1.1 Deferred

NASA reserves the right to reasonably defer the dates of the delivery of any or all data required to be submitted by this DRD. Such right may be exercised at no increase in the contract amount. In the event that NASA defers delivery of a data item, resulting in a cost impact to the total contract cost, the contract amount shall be subject to equitable adjustment in accordance with the contract clause entitled "Changes".

3.1.2 Delayed

The Contractor shall notify the Contracting Officer (CO) of all DR delivery delays.

3.2 Cost of Data Required by a DRD

The cost of data to be furnished in response to a DRD is included in the total cost of this contract and shall be reimbursed in accordance with the Schedule of the Contract.

3.3 Referenced Documents

Documents referenced in a DRD become a part of the DRD unless otherwise specified. When a document is referenced in a DRD, the Contractor shall utilize the most recent version of that document.

3.4 Contractor's Internal Documents

The Contractor's internal documents shall be used to meet the data requirements of this DRD. These documents shall not be rewritten for the sake of meeting the minimum requirements as specified in the applicable DR. In instances where minor differences in content and format exist between DRD requirements and contractor's document, action will be taken to resolve these differences, and where appropriate, a change in requirements will be effected.

3.5 Document Identification

Documents published by the Contractor and submitted in response to a DR shall be identified using an organized identification numbering system prescribed by the Contractor. Documents submitted in response to the data requirements of the DRD, that are to be subsequently published by NASA, shall be identified as prescribed by NASA.

Unless otherwise specified, all document submittals shall be clearly marked with the contract number and applicable DR number. Documents that satisfy the requirement of more than one DR shall be marked with all applicable DR numbers.

3.6 Reference to Other Documents in Data Submittals

Data submittals that contain references to other documents are permissible and shall contain such identification elements as title and document number. When a document to be referenced would only be applicable to a minor or limited extent, every effort shall be made to include the applicable information in the submittal rather than using the reference. All referenced documents shall be made readily available to NASA upon request.

3.7 Printing Requirements

Unless otherwise specified, all DRDs shall be prepared, maintained, and delivered to NASA, in accordance with the requirements, utilizing the Government-provided electronic Contract Deliverable System. If a DRD submittal requires delivery in other-than-electronic format, printing shall be completed in the most economical method commensurate with the size of the report and its intended use (e.g., double sided, black and white).

3.8 DRD Submittal Revisions

Successive issues or revisions shall be identified in the same manner as the basic issue and shall include appropriate change identification.

The document shall be completely reissued when changes are significant or affect the accuracy of the document. Changes of a minor nature (typing errors, misspelled words, etc.) shall only be made whenever a technical change is made unless the accuracy of the document is affected.

Contractor submittals shall not contain pen and ink markups which correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the Contracting Officer's Representative. Such markups, however, shall be legible and not exceed 20% of the page content. Hand drawn schematics, block diagrams, data curves and similar charts may be used in original reports in lieu of formally prepared art work. Acceptability will be determined by the Contracting Officer's Representative performing the quality inspection function.

4.0 SSC FORM 166, DATA REQUIREMENT (DR)

SSC Form 166 prescribes the type and frequency of submission, distribution, use, and preparation requirements.

For the purpose of classification and control, DRs are grouped into the following management categories:

CATEGORY SYMBOL	DESCRIPTION
CM	Configuration Management
DM	Documentation Management
EN	Environmental
FA	Facilities
GA	Operations
LS	Logistics/Support
MA	Program Management
MF	Manning and Financial
PC	Procurement/Contracts
PT	Propulsion Testing
RA	Reliability and Quality Assurance
SA	Safety/Health
SC	Schedules

The symbol representing these categories forms the prefix of the DRD identification number.

Codes used on the Data Requirements Form are defined as follows:

Block 1 - Number/Issue

Modifications to the original DRD will be identified in this block by the originator of the DRD.

Block 2 - Title

Entries indicate the formal title of the DRD.

Block 3 - DR Number, Page

The DR Number is made up of the following: the Category Symbol (above), followed by a sequential number, and the PWS section reference (e.g. PC07-1.2 refers to Procurement/Contracts DR#7 in reference to PWS Section 1.2). The page number of the DR is also entered.

Block 4 – Data Type

CODE	DESCRIPTION
1	Data requiring written approval by procuring activity prior to implementation into procurement or development.
2	Data submitted to procuring activity for review not later than the time specified in the Data Requirement. Data shall be considered approved unless contractor has been notified of disapproval with fourteen days of data submittal.
3	Data submitted to procuring activity for coordination, surveillance, or information.
4	Data retained by respondent to be made available to procuring activity upon request. The respondent shall furnish a list to procuring activity upon request.
5	Data to be retained by respondent and reviewed by NASA on request.

Block 5 - Frequency of Submission

CODE	DESCRIPTION	CODE	DESCRIPTION
AD	As Directed	PI	Per Equipment End Item
AN	Annually	PJ	Per Project
AR	As Required	PL	Per Launch
BE	Biennially (every other year)	PS	Per System
BM	Bimonthly (every other month)	PT	Per Test
BW	Biweekly (every other week)	PV	Per Vehicle
DA	Daily	QU	Quarterly
DD	Deferred Delivery	RD	As Released
MO	Monthly	RT	One Time and Revision
OT	One Time	SA	Semiannually (every six months)
PC	Per Contract Performance Period	TY	Three Per Year
PD	Per Failure	UR	Upon Request
PE	Per Event	WK	Weekly
PF	Per Facility		

Block 6 – Distribution

AA – Office of the Center Director, SSC
BA – Office of the Chief Financial Officer, SSC
CA – Office of the Chief Counsel, SSC
DA – Office of Procurement, SSC
IA – Office of Communications, SSC
LA – Office of Human Capital, SSC
UA – Office of Education, SSC
EA – Engineering & Test Directorate, SSC
PA – Project Directorate, SSC
QA – Safety & Mission Assurance Directorate, SSC
RA – Center Operations Directorate, SSC
TA – Rocket Propulsion Test Program Office, SSC
SF01 – MAF Director
SF02 – MAF Integration and Operations Office
AS50 – Protective Services Office, MAF
AS60 – MAF Operations Office
QD10 – Safety and Quality Department, MAF
IS70 – Infrastructure and Operations Office, MAF

Block 7 – Initial Submission

Entries indicate the date the data should be submitted for the first time.

Block 8 - As of Date

Entries indicate the due date; or the cutoff date for inputs and document due date. For example, 15/1 indicates an input cutoff date on the 15th and a document due date of the 1st.

Block 9 – Use

Entries indicate the intended purpose of the data.

Block 10 - Reference

Entries reference other documents pertaining to the requirement of the data requested.

Block 11 – Preparation Information

The Contractor shall prepare the DR according to the instructions noted in this block.

5.0 MAINTENANCE

Revisions to this document shall be accomplished by contractual direction (e.g., Change Order, Supplemental Agreement). Typographical errors may be corrected by means of Contract Office notification letter.

DRD Number	DRD Title
CM01-4.2	Product Data and Life-Cycle Management (PDLM) Plan
CM02-4.2	Product Data and Life-Cycle Management (PDLM) Metrics
DM01-1.1	Records Master List/Files Index
EN01-3.4	Public Health Water Supply Survey & Vulnerability Assessment Report (SSC Only)
EN02-3.4	Water System Survey (Industrial & Potable) Report (SSC Only)
EN03-3.4	Environmental Operations and Implementation Plan
EN04-3.4	Environmental Monthly Status Report
EN05-3.4	RCRA 3016 Reports (SSC Only)
EN06-3.4	Federal Facilities Compliance and Inspection Report (SSC Only)
EN07-3.4	Title V Air Permit State Summary Fee, Emission Inventory & MAF Cap Emissions Compliance Report
EN08-3.4	Title V Air Operating Permits Report (SSC Only)
EN09-3.4	CFC and Halon Compounds Reduction and Phase-Out Plan
EN10-3.4	Environmental Integrated Contingency/Spill Prevention (SSC Only), Control, and Countermeasures (MAF Only) Plan
EN11-3.4	Landfill and Storm Water Reports
EN12-3.4	Landfill & Rubbish Areas Inspection and Methane Monitoring Report (SSC Only)
EN13-3.4	Hazardous Waste Report
EN14-3.4	Industrial Solid Waste Report
EN15-3.4	Offsite Treatment, Storage, and Disposal Facility (TSD) Audit Reports
EN16-3.4	Underground Storage Tank & Aboveground Storage Tank Inventory (SSC Only)
EN17-3.4	Toxic Release Inventory (TRI) Report
EN18-3.4	Emergency Planning & Right-to-Know Act/Superfund Amendments Reauthorization
EN19-3.4	Pollution Prevention Plan
EN20-3.4	Affirmative Procurement, Green Purchasing, and Sustainability Report
EN21-3.4	National Environmental Policy Act (NEPA) Documentation Report
EN22-3.4	Cultural/Historical Resource Management Plan Report
EN23-3.4	PCB & Pesticides Report
EN24-3.4	Environmental Facility Inspection Report (SSC Only)
EN25-3.4	Groundwater Usage Report (SSC Only)
EN26-3.4	Permits and Waivers Report
EN27-3.4	CERCLA Oversight and System Operations Report (SSC Only)
EN28-3.4	Environmental Management System (EMS) & Compliance Audits Report (SSC Only)
EN29-3.4	Environmental and Energy Functional Review (EEFR) and EMS Audit
EN30-3.4	Construction Storm Water Inspection & Certification Report (SSC Only)
EN31-3.4	Environmental Resource Document (ERD)
EN32-3.4	Discharge Monitoring Report (DMR) (MAF Only)
EN33-3.4	Air Emissions for RICE Engines Report (SSC Only)
FA01-4.1	Facility Proposed Project Plan

DRD Number	DRD Title
FA02-4.1	Design Project Status Reports / Charts
FA03-4.4	Construction Support Quality Plan; Reports / Charts
FA04-1.1	Facility Manager Program (FMP) Plan (SSC Only)
FA05-5.3	Integrated Pest Management; Report and Schedules Plan
FA06-6.0	Reliability Centered Maintenance (RCM) Metric Report
FA07-6.0	HQ Functional Performance Metric Report
FA08-6.2	Facility Condition Assessment (FCA) Schedule and Report
GA01-6.0	Operations and Maintenance Plan
GA02-6.1	Standard Operating Procedures
GA03-6.1	Utility Process Plan (UPP) and High Pressure Gas Distribution Leakage Rates (HPGD)
GA04-6.1	Boiler Certification Plan
GA05-6.1	Elevator Inspection Report
GA06-5.7	Energy Management and Water Conservation Program Plan
GA07-5.7	Energy and Water Conservation Audit Report
GA08-5.7	Monthly Energy Consumption Records
GA09-1.1	Activity/Response Report
GA10-1.1	EMP and COOP Implementation Plan
GA11-1.1	Test, Training, & Exercise (TT&E) Program
LS01-2.1	Packaging, Shipping, Receiving, and Inspection Logistics Plan
LS02-2.2	Commodity Use Rates and Records Report
LS03-2.1	Transportation, Moving, Hauling, and Mail Logistics Plan
LS04-2.1	Vehicle Validation and Metrics Report
LS05-2.1	Transportation Metrics Report
LS06-2.1	Lifting Devices and Equipment Management Plan
LS07-2.2	Government Property Management Plan
LS08-2.2	Fuels, Forecasting, Receiving and Consumption
LS09-2.2	Utilization and Disposal Redistribution
LS10-2.2	Space Utilization
LS11-2.2	Real Property Inventory & Notice of Accountability and Acceptance
LS12-2.2	Propellants and Pressurants Usage and Forecasting
MA01-1.1	Information Security Management Plan
MA02-1.1	SACOM Systems Inventory
MA03-5.5	Monthly Activity Report
MA04-1.1	Personnel Certification and Training Plan
MA05-1.1	List of Owners, Officers, Directors, and Executive Personnel
MA06-5.5	Geographic Economic Impact Report
MA07-5.5	Offsite Outreach Activity Material
MA08-1.1	SACOM Contractor Space Utilization

DRD Number	DRD Title
MF01-1.3	Financial Management Report (533M)
MF02-1.3	Financial Management Report Detail (electronic 533)
MF03-1.3	Maintenance and Operations Cost by Facility Report
MF04-1.3	Service Request Funds Notification Balance
MF05-5.7	Electric Utility Cost Allocation Report
MF06-5.7	Natural Gas Utility Cost Allocation Report
PC01-1.1	Report of Liability or Litigation
PC02-1.1	Certificate of Insurance Report
PC03-1.1	Advance Notification of Workforce Reductions
PC04-1.1	Management Plan, Labor Relations Plan, and Total Compensation Plan
PC05-1.1	Staffing Plan
PC06-1.1	Organizational Conflict of Interest Mitigation Plan
PC07-1.1	Monthly Management Status Review
PC08-1.1	Data Deviation Request
PC09-1.1	Patent Application Notice
PC10-1.1	Patent, Copyright, and Infringement Report
PC11-1.3	Advance Subcontract Notification
PC12-1.3	Davis-Bacon Report
PC13-1.3	Subcontract Reports
PC14-1.3	Purchasing and Subcontracting Metrics
PC15-1.3	Consent to Subcontract
PC16-1.3	Contractor Purchasing Manual
PC17-1.1	Reportable Metrics
PC18-1.1	Strike Plan
PT01-4.2	Capability Handbooks
RA01-3.2	Quality Assurance Management Plan
RA02-3.2	Quality Assurance Management Plan (QAMP) Quarterly Summary Report
RA03-3.2	ISO 9001 Certification Verification
RA04-3.2	Nonconforming Products and Services
RA05-3.7	Foreign Object Damage/Debris (FOD) Prevention Plan
SA01-3.0	Safety and Health Plan
SA02-3.0	Safety and Health Awareness Annual Plan
SA03-3.0	Contractor Safety and Environmental Health Program Annual Self-Evaluation Report
SA04-3.1	Risk Management Plan and Report
SA05-3.1	Mishap and Safety Statistics Report
SA06-3.3	Industrial Hygiene Program Annual Plan
SA07-3.3	Industrial Hygiene Program Quarterly Report
SA08-3.3	Food Service Sanitation Inspection Report

DRD Number	DRD Title
SA09-3.3	Health Physics Program Annual Plan
SA10-3.3	Health Physics Program Quarterly Report
SA11-3.5	Pressure Vessel/Systems Inspection Annual Plan and Report
SA12-5.4	Bloodborne Pathogens Exposure Control Plan
SA13-5.8	Fire Protection Quarterly Report
SA14-5.4	Medical Treatment Status Report
SA15-5.4	Occupational Health Services Pricing Manual and Status Report
SA16-5.4	Employee Assistance Program: Quarterly Report
SA17-5.4	Wellness and Fitness Center Status



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Product Data and Life-Cycle Management (PDLM) Plan	3. DR Number Page Date Rev. CM01-4.2 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: AN
6. Distribution: Approver: EA00 Distribution: PA00, RA00, QA00, TA00, AS60	7. Initial Submission: 45 days after award submitted for approval
8. As of Date: October 15th	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: This plan will be used to help communicate the contractor's approach to planning and execution of the PDLM elements. This plan will also be used to monitor Contractor performance against the agreed-to plan.	10. Reference: In accordance with PWS Section 4.2
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11. Preparation Information: This Data Requirement establishes the requirement for the development and submittal of a Product Data and Life-cycle Management Plan, to be delivered 45-days after start of contract and reviewed annual for updates, as needed. The Plan shall be Microsoft Office Compatible. The plan shall address each element of the PDLM section of this contract and include the following: 1. Procedures for update/approval of changes to this plan 2. General policy statement defining overall objectives and roles/responsibilities 3. Definition of the organizational structure to be employed in implementation of the PDLM elements 4. Procedures for communication with the NASA Element Technical Lead(s) 5. Approach to maintain training of contractor personnel in PDLM - associated roles/functions a. Software Tools Associated with DDMS/CMMS/SAP b. IT Security Requirements c. Records Retention Requirements 6. Proposed approach for managing heritage engineering data files and recommendations for long-term migration of data to electronic systems and/or migration to the NASA Records Retention Facility



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**Data Requirement (DR)
Continuation Sheet**

Data Procurement Document	
1. Number	Issue

2. Title: Product Data and Life-Cycle Management (PDLM) Plan	3. DR Number Page Date Rev. CM01-4.2 Page 2 of 2
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information: <ul style="list-style-type: none">7. Plan for development of procedures and associated implementation of Requirements Management, Configuration Management, Technical Risk Management, Technical Data Management, and Knowledge Management8. Plan for identification and correction of issues related to meeting contract PDLM requirements9. Plan for development and delivery of content described in DRD-CM02-4.2



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Product Data and Life-Cycle Management (PDLM) Metrics	3. DR Number Page Date Rev. CM02-4.2 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: MO
6. Distribution: EA00, AS60, RA00	
8. As of Date: 10th of each month	7. Initial Submission: 45 days after contract start

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide metrics/data associated with PDLM	10. Reference: In accordance with PWS Section 4.2
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11. Preparation Information:
- This Data Requirement provides documentation of the contractor's effort concerning PDLM activities that include trend assessment, issue identification, and proposals for reconciliation of issues and concerns.
- PowerPoint Presentation or other Microsoft Compatible Report form (graphs and tables with descriptive language recommended)
- Provide metrics on the following products and services on a monthly basis (NOTE: total scope of this DR can be provided in segments distributed throughout the month as planned and agreed to per DR-CM01-4.2):
1. Requirements Management
 - a. Number of Technical Specifications, Standards, Guidelines, and Work Instructions Generated and Released
 - b. Number of Requirement Specifications and Requirement Change Requests Processed
 2. Technical Risk Management
Number of Technical Risks identified and associated status of actions assigned related to the risks



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Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Product Data and Life-Cycle Management (PDLM) Metrics

3. DR Number Page Date Rev.

CM02-4.2 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

3. Configuration Management

- Number of Change Objects processed (include identification of areas of concerns, trends, delays, days to complete)
- Number of drawing updates competed (include identification of areas of concerns, trends, delays, days to complete)
- Number of Certificate of Completion packages processed (include metrics on package overdue and projections to complete)
- Number of 1/8" Floor Plans updated
- Number of packages processed with issues (audit function)
- Number of drawings field verified

4. Technical Data Management

- Number of requests for data processed
- Number of data objects loaded or updated
- Number of engineering/board packages processed
- Number of component records created in DDMS/CMMS/SAP
- Number of component records updated/revised in DDMS/CMMS/SAP

5. Knowledge Management

- Number of lessons learned captured and processed
- Number of artifacts scanned and loaded

6. General status on tasking in work, items behind plan, description of mitigating circumstances, and proposed steps to resolve

7. Training completed (specific to PDLM elements)

8. Monthly cost vs plan financial status (specific to PDLM elements)



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Records Master List/Files

3. DR Number Page Date Rev.
DM01-1.1 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN
6. Distribution: RA40	7. Initial Submission: 120 days following start of the contract
8. As of Date: May 1	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To identify NASA records and establish a files system, administer, maintain, disposition, and control Records generated in the performance of the contract	10. Reference: NPD 1440.6; NPG 1441.1; NPR 1441.1; (SSLP 1440-0001 MPR 1440.2 SPR 1440.1
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11. Preparation Information:

This Data Requirement Description provides the requirement for the establishment of a records and file management program and the development of a records master list/files index from each division and staff office, including photographic and Design and Data Management System (DDMS) records and files, and shall include the Agency File Scheme (AFS) number, descriptions of NASA records maintained, the records disposition and authority per NPR 1441.1

This index shall provide the identity of all NASA records being generated in the performance of the contract and shall include the Agency File Scheme (AFS) number, the descriptions of NASA records maintained, the records disposition and authority per NPR 1441.1.

The records master list/plans, index shall be submitted in accordance with format in Appendix B of System Level Procedure (SSLP 1440-0001)

APPLICABLE DOCUMENTS: NASA Records Management, NPD 1440.6; NASA Records Retention (NRRS), NPG 1441.1; NARA General Records Schedules (GRS); 36 CFR, Chapter XII, Subchapter B, Records Management; System Level Procedure (SLP) 16; Annex 1.4, Documentation and Records Management.



Data Requirement (DR)

2. Title: Public Health Water Supply Survey & Vulnerability Assessment Report (SSC Only)	3. DR Number Page Date Rev. EN01-3.4 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN
6. Distribution: RA02	
8. As of Date: January 1st	7. Initial Submission: Follow stated schedule - #8, As of Date (after contract start)

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide NASA and the Mississippi Department of Health (MSDH) with information pertinent to the SSC Drinking Water System and maintain a current security assessment for the systems. Also, maintain a cross-connection program for each system and conduct a complete survey every 5-years for the program.	10. Reference: 40 CFR 141.33 Title 49 Chapter 17 Permit #s MS0230015 and MS0230052, PL107-188, Title IV, Section a
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11. Preparation Information: The report must be completed using the format from MSDH. The report shall include, but is not limited to the following: 1. The certification information for the operator is required along with their certification number, expiration date and signature. 2. The number of active connections must be provided 3. The actual population served during the preceding year. 4. Maintain a current Vulnerability Assessment for the permitted water systems. Report to be submitted electronically on MSDH Form 903 and the supporting data is stored electronically in a database on the NASA server. Submit electronic notification letter along with required data for government review and signature for final submission to regulatory agencies.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Water System Survey (Industrial & Potable) Report (SSC Only)	3. DR Number Page Date Rev. EN02-3.4 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN
6. Distribution: RA02	
8. As of Date: May 15th	7. Initial Submission: Follow stated schedule - #8, As of Date (after contract start)

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide NASA and MDEQ with a summary of the volume of industrial and potable water used for the prior year.	10. Reference: 40 CFR100-400, 400-470, Clean Water Act (CWA) SPR 8500.2 Mississippi Water Quality Criteria
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11. Preparation Information:
The report summarizes water usage for the preceding calendar year for six MDEQ permitted groundwater water wells (industrial and potable) and is inclusive of the following:
1. The report requires the depth of each well,
 2. The amount of groundwater used in millions of gallons per day
 3. The format for this report is generated by MDEQ
- Permitted wells are: MSGW01912, MSGW16593, MSGW16620, MSGW16569 (Infinity), MSGW02614 and MSGW0215.



Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Environmental Operations and Implementation Plan

3. DR Number Page Date Rev.

EN03-3.4 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

AR

6. Distribution:

RA02
AS60

7. Initial Submission:

30 days after contract award

8. As of Date:

September 30th

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide a process for periodic revision and update of the Plan that defines all program elements and implementation responsibilities that ensures environmental regulatory compliance at the site with respect to NASA goals and federal requirements.

10. Reference:

NPR 8580.1; NPR 8590.1
NPD 8500.1; AS60-OI-003
SPR 8500.2, Executive
Order 11991; 12088
13423; 13514

11. Preparation Information:

The Plan is inclusive of the following but not limited to:

1. The document should include all relevant changes regarding environmental programs and implementation responsibilities.
2. There shall be general information about the sites air, environmental impact avoidance, potable water, water pollution control, solid and hazardous waste management, remediation activities, toxic substance control, EPCRA, pesticide/herbicide control, environmental noise control, radiation, historical/cultural resources, flora and fauna protected species, and management of lead containing materials.
3. A matrix of required actions for implementation should be included for each media.

The format shall be consistent with existing SSC and MAF Environmental Operations Plan respectively.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Environmental Monthly Status Report

3. DR Number Page Date Rev.

EN04-3.4 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

MO

6. Distribution:

RA02

AS60

7. Initial Submission:

Follow stated schedule - #8, As of Date (after contract start)

8. As of Date:

1st

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide a report of environmental activities which shall include, but is not limited to hazardous and controlled waste, pollution prevention & hazardous materials management, spills & spill response, storm water management, air management and other potential environmental activities that impact the site.

10. Reference:

LAC Title 33 Hazardous
Waste Program
CFR Title 40 Protection of
Environment

11. Preparation Information:

The report shall include, but is not limited to the following:

1. Hazardous and controlled waste generated and disposed of by volume and cost
2. Inspection of less than ninety day storage areas and permit storage as they related to compliance
3. Pollution prevention activities and recycling volumes
4. New waste streams identified
5. Operation and uptime of remediation systems
6. Potential environmental compliance issue or non-conformances
7. Wastewater management and any associated observations
8. Spill management and response
9. Air emissions notations

Format and content shall be approved by the NASA Center Environmental Officer prior to initial submittal.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: RCRA 3016 Reports (SSC Only)	3. DR Number Page Date Rev. EN05-3.4 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN
6. Distribution: RA02	
8. As of Date: January 1st	7. Initial Submission: Follow Stated Schedule - #8, As of Date (after contract start)

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To update the EPA inventory with federal agency facilities at which hazardous waste is stored, treated, or disposed of, or was identified as a hazardous waste cleanup site per CERCLA criteria.	10. Reference: 42 U. S. C. 6901, RCRA 42 U.S.C. 9601-9607 CERCLA SPR 8500.2 SCWI-8500-0026-ENV
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11. Preparation Information: Establishes the requirement for the updating and maintenance of the inventory of federal hazardous waste site activities. Updates must be done utilizing EPA form # 8710-16. The report shall include, but may not be limited to, updating the existing data that is listed on EPA Form 8710-16 if required.



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Federal Facilities Compliance and Inspection Report (SSC Only)	3. DR Number Page Date Rev. EN06-3.4 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: SA Federal Facilities Compliance and Inspection Report, as of the 10th of February and August AN Federal Facilities Compliance Profile, as of February 10th
6. Distribution: RA02	
8. As of Date: See #5, Frequency of Submission	7. Initial Submission: Follow Stated Schedule - #5, Frequency of Submission (after contract start)

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide NASA and EPA with a summarized tracking report for multimedia compliance efforts at the site for federal and state inspections.	10. Reference: SPR 8500.2 SCWI-8500-0026-ENV
---	--

11. Preparation Information:
- Establishes the requirement for the submittal of a report to track the regulatory media audits and compliance status, as well as provide time frames for federal or state inspections.
- The report is used to track all external environmental inspections at SSC and is inclusive of the following:
1. The Federal Facilities Compliance and Inspection report provides a checklist of applicable regulations, compliance status, Notices of Violations (NOV), CERCLA sites, compliance schedule and media inspection.
 2. The Federal Facilities Compliance Profile report provides pertinent information about SSC and compliance statutes in the following areas: air, water, wastewater, UST, RCRA, CERCLA, TSCA, pollution prevention, and environmental audits.



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Title V Air Permit State Fee, Emission Inventory & MAF Cap Emissions Compliance*

3. DR Number Page Date Rev.

EN07-3.4 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

MO Meter Readings & ODS Usage (SSC Only), as of the 20th

AN Summary Fee (SSC Only), as of May 1st

AN Emission Inventory, as of 6/1 (SSC) and 3/1 (MAF)

6. Distribution:

RA02

AS60

7. Initial Submission:

After contract start

8. As of Date:

See #5, Frequency of
Submission

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

*Title V Air Permit State Summary Fee, Emission Inventory & MAF Cap
Emissions Compliance Report:

To provide data from the monthly meter readings for all air emissions inclusive of
ozone depleting substances (ODS) into a format that will be sent to the MDEQ for
annual fees and the inventory associated emission sources.

10. Reference:

Clean Air Act, 42 U. S.C. §74
APC-S-1 through APC-S-6,
Mississippi Air Regulations
Title V Permit #1000-00005
and 1000-00054

11. Preparation Information:

Establishes the requirement for documenting and maintaining copies of the monthly meter readings and ODS usage
data for compiling air emission inventories that will be submitted to MDEQ. The report is inclusive of the
following but not limited to:

1. Summary of annual air emissions accompanied with the calculations for each air contaminant. For MAF, this
includes the air emissions as specified in Permit No. 2692 (M-4). Under this permit, NASA operates fuel
combustion equipment under emission limit caps and shall include but not be limited to:
 - a. Borrow Canal Water Pumps Emission Cap Report
 - b. Stationary Rice Emission Cap Report
 - c. MAF Site-wide Boiler Emissions Cap
2. Data shall be compiled in a manner to capture monthly meter readings along with calculations for emission
sources.
3. The report must include data as of December 31 of the previous year.



Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Title V Air Operating Permits Report (SSC Only)

3. DR Number Page Date Rev.
EN08-3.4 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: SA Compliance Report, as of January 15th AN Certification of Compliance MDEQ & EPA, as of July 15th
6. Distribution: RA02	
8. As of Date: See #5, Frequency of Submission	7. Initial Submission: Follow Stated Schedule - #5, Frequency of Submission (after contract start)

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide data required by the MDEQ permit for submission to EPA Region IV and MDEQ.	10. Reference: APC-S-6, Mississippi Air Regulations Title V Permit #1000-00005 and 1000-00054 part III
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11. Preparation Information:
Establishes the requirement for preparation of the semi-annual and annual report that are required by the Title V Air Operating permits.
1. All monitoring as required by the Title V permit.
 2. The annual certification shall include an identification of each term or condition of the permit, compliance status, whether compliance was continuous or intermittent, method used to determine status, and any other facts that are pertinent to the permit. All instances of deviations from permit requirements must be clearly identified.
 3. All reports must contain the following statement “Based on the information and belief formed after reasonable inquiry, the statements and information in the following report are true, accurate, and complete”. The report must be signed by the ‘Responsible Official’, which is the SSC Center Director.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Chlorofluorocarbon (CFC) and Halon Compounds Reduction and Phase-Out Plan	3. DR Number Page Date Rev. EN09-3.4 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN
6. Distribution: RA02 AS60	
8. As of Date: September 30th	7. Initial Submission: Follow stated schedule - #8, As of Date (after contract start)

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide a method of reporting the status for each site with respect to NASA goals and federal requirements by providing summary information describing Chlorofluorocarbon (CFC), Halon Compounds reduction and phase-out and other ODS usage and reduction activities.	10. Reference: 40 CFR Parts 50-80 SPR 8500.2 AS60-OI-003
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11. Preparation Information:
The Ozone Depleting Substances (ODS) plan/report shall contain information required by 40 CFR Pat 50-80. The plan/report shall include but not limited to:
1. The document should include details about the current activities using CFCs and ODS by location, including cleaning systems, refrigeration and air conditioning units and fire suppression systems
 2. Details of planned replacement/phase-out of current activities using CFC's and ODS
 3. Collect and maintain a database of ODS usage information
 4. Data is entered into METS per NASA HQ data call



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Environmental Integrated Contingency/Spill Prevention, Control, & Countermeasures*

3. DR Number Page Date Rev.

EN10-3.4 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

Every 5 years

6. Distribution:

RA02

AS60

As Required after change in facility design, construction, operation, or maintenance that materially affects the facility's potential to discharge oil.

7. Initial Submission:

6 months after contract start

8. As of Date:

September 30th

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

Environmental Integrated Contingency/Spill Prevention (SSC Only), Control, & Countermeasures (MAF Only)
To ensure compliance with national, regional, state and local requirements associated with the spill prevention, control and countermeasure (SPCC) strategies for hazardous chemicals, petroleum, oils and lubricants.

10. Reference:

40 CFR110, Discharge of Oil
40 CFR112, Oil Pollution Prevention

11. Preparation Information:

Establishes the requirement to review, update and maintain both sites spill prevention, control and countermeasure plan to ensure that preventive measures are taken to avoid the release of hazardous contaminants, petroleum products and other toxics contamination of the waters of the state.

The Plan is mandated by EPA and shall include, but is not limited to the following:

1. The Plan must contain an emergency contact list, procedures, and locations of bulk storage tanks, underground storage tanks, spill control equipment
2. Maps of the site including general location, facility drain lines and petroleum product storage areas
3. The Plan must be signed and stamped by a Professional Engineer registered in the state where the facility is located.

The format shall be consistent with existing SSC Environmental Integrated Contingency and MAF SPCC plans respectively.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Landfill and Storm Water Reports (SSC Only)

3. DR Number Page Date Rev.

EN11-3.4 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

AN

6. Distribution:

RA02

7. Initial Submission:

Follow Stated Schedule - #8, As of Date (after contract start)

8. As of Date:

December 30th

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide NASA with results of the landfill and industrial storm water inspection report for submission to regulatory agencies. Establish the requirement for conducting the annual storm water inspection of the solid waste/landfill area as well as the industrial locations (lay down yards), documenting the inspections, and development of the applicable state forms for submission to NASA then to regulatory agencies.

10. Reference:

40 CFR 264
SPR 8500.2

11. Preparation Information:

The report is inclusive of the following but not limited to:

1. The report shall reflect date and time of the inspection, inspectors, date of last rainfall, estimated amount of last rainfall, deficiencies noted and corrective actions taken or needed
2. The inspections must be recorded on the official form from the appropriate state entity as required
3. Submit report to NASA Center EO for review by January 10th
4. Based on the permit requirements this information must be to the regulatory entity by January 28th for the prior year



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Landfill & Rubbish Areas Inspection and Methane Monitoring Report (SSC Only)	3. DR Number Page Date Rev. EN12-3.4 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: QU Inspections, as of the 30th of March, June, September, and December QU Methane Monitoring per permit requirements, as of the 15th of February, May, and August AN Survey, as of February 15th
6. Distribution: RA02	
8. As of Date: See #5, Frequency of Submission	7. Initial Submission: Follow Stated Schedule - #5, Frequency of Submission (after contract start)

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide NASA with a quarterly inspection report for NASA to ensure permit requirements with the MDEQ non-hazardous solid waste program. This data is utilized for trending for this media.	10. Reference: Permit # SW02401B0376,SSC Class 1 Solid Waste Permit MDEQ Non-Hazardous Waste Management, Mississippi Code Annotated
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11. Preparation Information: Establishes the requirement for conducting quarterly inspections and provision for the development of the inspection checklist for the class A landfill and the class II rubbish sites. Provide methane monitoring as required per the permit. 1. The quarterly report shall identify any discrepant items, utilizing the guidelines set forth in the MDEQ requirements and provides corrective action or recommendations as applicable. 2. The annual report shall provide the total amount of waste received during the previous calendar year and must contain maps of the permitted areas, contour maps of the Class 1 Landfill, strategy for estimating the life of the landfill in cubic yards, acres and years,. The contour maps, the estimating of the life of the landfill in acres, cubic yards and years shall be done by outside surveyor in a timely manner to meet MDEQ regulatory timeline. 3. Similar information should be submitted for the four Class II Rubbish sites using the MDEQ format. 4. Conduct the quarterly monitoring for methane per permit requirements.
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National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Hazardous Waste Report	3. DR Number Page Date Rev. EN13-3.4 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: QU Hazardous Waste Collection and Shipments for trending (SSC Only), as of the 15th of March, June, September, and December AN Hazardous Waste Report, as of February 15th
6. Distribution: RA02 AS60	
8. As of Date: See #5, Frequency of Submission	7. Initial Submission: Follow Stated Schedule, #5, Frequency of Submission (after contract start)

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide NASA with a summary of hazardous wastes collected with proper characterization data available when requested and hazardous waste shipments prepared per regulatory requirements for onsite storage and offsite transport for the prior year. Preparation of the state required hazardous waste report.	10. Reference: 40 CFR 264 LAC 33:V SPR 8500.2 SCWI-8500-0004-EN AS60-OI-005
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11. Preparation Information:
Establishes the requirement for documenting and maintaining quarterly reports of hazardous waste collected and shipped offsite to TSD facilities at SSC. This information will also be utilized for trending to meet EMS goals, targets and objectives. All waste must have waste characterization data/information with a disposition package and prepare the annual Hazardous Waste Report per state requirements for the two sites.

The report is inclusive of the following but not limited to:

1. The quarterly report with quantity of waste shipped every three months with trending data that demonstrates EMS goals for hazardous waste for SSC Only.
2. The annual report should be a composite of all NASA and NASA Program hazardous waste disposal activities for the preceding year.
3. Waste stream analyses must be included in this report with applicable safety data sheets for specific chemical characterization (SSC Only).
4. State submissions are electronic that requires completion of appropriate forms that are due to the regulatory agencies by March 1st for the previous year activity.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Hazardous Waste Report

3. DR Number Page Date Rev.

EN13-3.4 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

5. Submit electronic notification letter along with required data for government review and signature for final submission to regulatory agencies.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Industrial Solid Waste Report

3. DR Number Page Date Rev.

EN14-3.4 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

AN

6. Distribution:

RA02

AS60

7. Initial Submission:

Follow Stated Schedule - #8, As of Date (after contract start)

8. As of Date:

February 1st (SSC)

July 1st (MAF)

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide NASA and the Mississippi Department of Environmental Quality (MDEQ)/Louisiana Department of Environmental Quality (LDEQ) with information pertinent to the site's non-hazardous solid waste generation of institutional, industrial and commercial solid waste in accordance with regulatory requirements.

10. Reference:

Landfill Permit ##

SW02401B0376

LAC 33:VII Environmental
Quality, Solid Waste

40CFR Parts 239-259 Title 40

11. Preparation Information:

The report shall include, but is not limited to the following:

For SSC:

1. The report summarizes the generation and handling of industrial, commercial and institutional non-hazardous solid waste for the preceding calendar year.
2. Listing of waste reduction goals, how much solid waste was generated, how much solid waste was diverted from the onsite permitted landfill, and the types of materials that are being recycled.
3. The quantity of hazardous waste generated and the amount of hazardous waste reduced.

The report shall meet the requirement of the Louisiana Department of Environmental Quality and utilized LDEQ Form SW-FSD-1 or equivalent.

Submit electronic notification letter along with required data for government review and signature for final submission to regulatory agencies.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Offsite Treatment, Storage, and Disposal Facility (TSD) Audit Reports

3. DR Number Page Date Rev.

EN15-3.4 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

AN

6. Distribution:

RA02

AS60

7. Initial Submission:

Follow Stated Schedule - #8, As of Date (after contract start)

8. As of Date:

15th /28th of August

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide NASA with results of audits conducted of TSD facilities that accepts waste from NASA sites. Establishes the requirement for conducting, documenting and maintaining copies of reports to NASA following annual audits of TSD facilities that are utilized for waste disposal. At least two of the pre-approved TSD facilities, inclusive of the medical waste facility must be reviewed annually.

10. Reference:

40 CFR 264
SPR 8500.2
AS60-OI-003

11. Preparation Information:

The report is inclusive of the following but not limited to:

1. The audit should be conducted using such tools identified in the U. S. Army Corps of Engineers protocol for Conducting Environmental Compliance Audits of TSDFs under RCRA or similar technique.
2. The report shall provide details on the site visit, date and time of visit, contact person, description of the disposal process methodology, state and federal inspection report, if violations were noted state the period of time and specifics about the cited violation(s), general appearance of the facility, discrepancies noted during visit, if any, and a copy of the TSD facility's audit package.
3. Where applicable the audit information can also be shared with resident agencies
4. Recommendations to NASA for continued use of facility or discontinuation with cause.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Underground Storage Tank & Aboveground Storage Tank Inventory (SSC Only)

3. DR Number Page Date Rev.

EN16-3.4 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

AN

6. Distribution:

RA02

7. Initial Submission:

Follow Stated Schedule - #8, As of Date (after contract start)

8. As of Date:

January 15th

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To maintain a database for all Underground Storage Tank (UST) & Aboveground Storage Tank (AST) at SSC. When requested provide to NASA the UST tank system & maintenance record and the AST/UST inventory. This information is also submitted to MDEQ for the annual fee report.

10. Reference:

42 U.S.C. § 82 et seq,
USTs
40 CFR 112, SPCC
40 CFR 280
40 CFR 123

11. Preparation Information:

Establishes the requirement for the preparation and submittal of a report for any changes to the UST or AST tank systems. Additionally, all alarm notifications should be referenced along with corrective actions taken or maintenance activities taken to a normal status, obtaining tank systems inspections, integrity test results and other means of UST monitoring.

The report shall include but not be limited to the location of tanks, number of tanks present, product stored, capacity, construction material, piping material, location of drawings and specifications, year installed, state if monitoring wells are present, note if there are any changes with the number of USTs or ASTs and the update should occur within 60 days of that change. All alarm notifications should be addressed, corrective actions taken or maintenance efforts taken to restore to normal operations, monitoring activities, and integrity test results.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Toxic Release Inventory (TRI) Report

3. DR Number Page Date Rev.

EN17-3.4 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

AN

6. Distribution:

RA02

AS60

7. Initial Submission:

Follow Stated Schedule - #8, As of Date (after contract start)

8. As of Date:

15th of June

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide NASA a report of listed hazardous chemicals and volumes that has been released from the site into the environment through various media, air, water and land. Reported data has to be submitted to EPA.

10. Reference:

40 CFR Part 372
SCWI-8500-0004-ENV
AS60-OI-003

11. Preparation Information:

The report summarizes the release of hazardous chemicals as listed in 40 CFR Part 372 from the site during the preceding calendar year into the environment. The report shall include, but is not limited to the following:

1. Must cover information from 40 CFR 372 and placed on EPA Form 9350-1 or as designated by EPA with supporting data and calculations.
2. If processing manufacturing and otherwise use amounts do not exceed reporting thresholds, no form R report is required. A report documenting processing, manufacturing, and otherwise usage amounts demonstrating reporting thresholds were not exceeded, shall be prepared and submitted to NASA.

Report to be submitted electronically on EPA Form 9350-1 (Form R) and the supporting data is stored electronically in a database on the NASA server and this data is placed in the NASA Environmental Tracking System (NETS) per HQ requirements.

Submit electronic notification letter along with required data for government review and signature for final submission to regulatory agencies.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Emergency Planning & Right-to-Know Act/Superfund Amendments Reauthorization

3. DR Number Page Date Rev.
EN18-3.4 Page 1 of 2

SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN Superfund Amendments Reauthorization (SARA Tier II)
6. Distribution: RA02 AS60	AR Emergency Planning & Right-to-Know Act (EPCRA Notifications and Submissions)
8. As of Date: 15th of February	7. Initial Submission: Follow Stated Schedule - #8, As of Date (after contract start)

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide NASA with a summary of hazardous chemicals utilized or stored at SSC/MAF that exceed regulatory requirements (reporting thresholds) and as deemed necessary, provide information about new products to be used on both sites that require notifications to state agencies and local emergency planning groups per regulatory requirements.	10. Reference: 40 CFR part 355, Emergency Planning & Notification 40 CFR part 370, Hazardous Chemical Reporting: Community Right-To-Know
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11. Preparation Information: Establishes the requirement to prepare two site specific Tier II reports for the state and their emergency planning as well as the local emergency planning group for hazardous chemicals at or above reporting thresholds. Maintain the hazardous chemical inventories in a database approved by NASA from the contractors and the resident agencies for all chemicals to determine applicability. Additionally, review all new chemicals that enter the sites and based on toxicity and volume to be stored provide an EPCRA notification for submission to the appropriate regulatory entities (state and local). The report is inclusive of the following but not limited to: 1. The report summarizes the quantity of each hazardous material stored, location, unit of measure, contacts listing, listing of resources, listing of health facilities, schools, evacuation routes, maps of surrounding areas, and etc to meet the regulatory requirements. Per state requirements the annual report is submitted electronically after receiving prior approval from NASA. 2. The hazardous materials inventory is maintained in a NASA database system that is approved for each site. 3. As required an EPCRA notification should be submitted when new hazardous chemicals are anticipated for use at either of the two sites above the regulatory quantity based on products toxicity and storage requirements.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Emergency Planning & Right-to-Know Act/Superfund Amendments Reauthorization

3. DR Number Page Date Rev.

EN18-3.4 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

4. Submit electronic notification letter along with required data for government review and signature for final submission to regulatory agencies.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Pollution Prevention Plan	3. DR Number Page Date Rev. EN19-3.4 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN
6. Distribution: RA02 AS60	
8. As of Date: November 30th	7. Initial Submission: Follow Stated Schedule - #8, As of Date (after contract start)

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide NASA with periodic updates of methodology and procedures to prevent, reduce and minimize the pollution generated during operation of NASA and its contractors. Establishes the requirement for documenting, updating and maintaining a Pollution Prevention Plan for both sites to meet the regulatory requirements pursuant to the Federal Pollution Prevention Act of 1990.	10. Reference: NPR 8530.1 EO 13423 EO 13514
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11. Preparation Information:
- The document is inclusive of the following but not limited to:
1. The document identifies methods and procedures that prevent, reduce or minimize pollution for the two NASA sites and the contractors .
 2. The document shall offer an Implementation of P2 initiatives, (material acquisition and procurement), water pollution, solid and hazardous waste management, air pollution, energy, P2 assessment opportunities and discussions about both recycling programs, affirmative procurement (green purchasing) and waste stream analysis. The Pollution Prevention Plan shall include, but not limited to:
 - a. Description of environmental program (structure, commitment, communication & outreach, resources and training, program evaluation, planning and risk management)
 - b. Objectives and targets associated with EMS
 - c. Pollution prevention accomplishments and opportunities
 - d. Implementation plan



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Pollution Prevention Plan

3. DR Number Page Date Rev.

EN19-3.4 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

e. Appendices shall included but not limited to the following items:

- (1) Appendix A: Pollution Prevention Projects
- (2) Appendix B: Best Management Practices
- (3) Appendix C: Environmental Program Improvements
- (4) Appendix D: Pollution Prevention Opportunity Assessment Methodology
- (5) Appendix E: Pollution Prevention Project Scoring Methodology
- (6) Appendix F: Pollution Prevention Baseline Data
- (7) Appendix G: Affirmative Procurement Program (green purchasing)
- (8) Appendix H: Ozone Depleting Chemicals
- (9) Appendix I: EPA/NASA Priority Chemicals
- (10) Additional appendices as needed

3. This Plan is a working document and should be maintained current as new information is obtained. The format shall be consistent with existing SSC and MAF Pollution Prevention Plans.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Affirmative Procurement, Green Purchasing, and Sustainability Report	3. DR Number Page Date Rev. EN20-3.4 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN (per NETS data call)
6. Distribution: RA02 AS60	7. Initial Submission: Follow Stated Schedule - #8, As of Date (after contract start) (per NETS data call)
8. As of Date: January 1st	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: The Annual Affirmative Procurement, Green Purchasing, and Sustainability Report provides a comprehensive report on all affirmative procurement items purchased by the Contractor for each site.	10. Reference: NPR 8530.1 FAR Subpart 23.4 EO 13423 EO 13514
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11. Preparation Information:

The annual affirmative procurement report shall detail the Contractor's procurement of products which meet the Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines (CPG). Specific criteria for the designated product categories are described on EPA's CPG site at: <http://www.epa.gov/cpg/products.htm>. The Report shall meet the requirement of NPR 8530.1 and provide details as specified by the NETS data call.

The Contractor shall also promote the increased purchase and use of biobased products, as defined by the USDA BioPreferred® program. The report shall be input into the NASA Environmental Tracking System (NETS) software program, using the format provided as per the NASA HQ data call.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

National Environmental Policy Act (NEPA) Documentation Report

3. DR Number Page Date Rev.

EN21-3.4 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

AN

6. Distribution:

RA02
AS60

7. Initial Submission:

Follow Stated Schedule - #8, As of Date (after contract award)

8. As of Date:

30th of November

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide NASA with information from the attendance of construction design reviews and support the development of Records of Environmental Consideration after reviewing the Preliminary Environmental Survey (PES) for each project and ensure compliance with NEPA requirements.

10. Reference:

42 U.S.C. § 4321 et seq,
National Environmental
Policy Act
NPR 8580.1, National
Environmental Policy Act

11. Preparation Information:

Establishes the requirement to support and prepare RECs per NASA's request, attend all design reviews, review PESs for each project to ensure that NEPA requirements are addressed.

The report is inclusive of the following but not limited to:

1. The PES and REC shall have a unique tracking number for each project. The REC shall include a brief description or summary of the project, the findings or consideration, the required action, environmental impacts, the date, and a place for signature by the Center Environmental Officer or designee.
2. The PES could also result in the development of an Environmental Assessment (EA) or Environmental Impact Statement (EIS), all of which would be developed in accordance with NEPA requirements.

Note: Development of an EIS will be accomplished via IDIQ task order.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Cultural/Historical Resource Management Plan Report	3. DR Number Page Date Rev. EN22-3.4 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: QU Inspection of cultural sites at SSC, as of 1st/15th of March, June, September AN as of 1st/15th of December
6. Distribution: RA02 AS60	
8. As of Date: See #5, Frequency of Submission	7. Initial Submission: Follow Stated Schedule - #5, Frequency of Submission (after contract start)

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide NASA with inspection reports for cultural sites on NASA property and collect photos as prescribed by the SHPOs for both NASA locations to reflect current conditions. A narrative should also be developed for any maintenance activity that was done during the year, is appropriate.	10. Reference: 16 U.S.C. § 470 et seq, National Historic Preservation Act (1966) 25 U.S.C. § 3001 et seq NPR 8580.1
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11. Preparation Information:
- Establishes the requirement to prepare an inspection report for NASA cultural locations for two sites and photos to document any external activities that happened during the year for cultural and historical locations. The annual report should also consist of a summary of any maintenance for each of the historical locations. The contractor shall review both sites Cultural and Historic Management Plans and update/reflect any changes as required.
- The report is inclusive of the following but not limited to:
1. The quarterly report consists of a checklist that requires observations for surface conditions at the historic locations, date, time of inspections, name of inspector and all other observations should be noted and recommendations for corrective actions, if required (SSC Only).
 2. The annual report shall be black/white photos per SHPO requirements for the exterior of cultural/historical locations that depicts current conditions for all such locations during the previous fiscal year. A narrative must accompany the photos stating the maintenance activities that has occurred at each location. (SSC Only)
 3. The Contractor shall review and update both sites plans. The format shall be consistent with existing SSC and MAF plans respectively and must be completed by appropriately trained and certified personnel as required.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

PCB & Pesticides Report

3. DR Number Page Date Rev.

EN23-3.4 Page 1 of 2

SUBMITTAL REQUIREMENTS

4. Type:

1

5. Frequency of Submission:

AN

6. Distribution:

RA02

AS60

7. Initial Submission:

8. As of Date:

10th of June/PCB

30th of January/Pesticide

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide NASA with inspection reports, active PCB transformers, disposal of PCB items and report ready for submission to federal and state agencies. Additionally, provide to NASA a pesticide usage report for chemicals utilized while instituting an integrated pest management treatment program.

10. Reference:

40 CFR 7 Parts 700-799,
TSCA Public Law (PL)
92-516, FIFRA
SCWI-8500-0004-ENV
AS60-OI-003

11. Preparation Information:

Establishes the requirement to prepare a site PCB Status Report for submission to EPA on or before July 1st for the previous year activities as well as an annual pesticide usage report that is due to the government on or before January 31st for the previous year.

1. The report consists of an inventory of all PCB containing equipment at both sites, status with concentration levels, PCB items in storage and a composite listing of all PCB waste disposal activities, which is inclusive of signed manifests and certificates of disposal for the preceding year.
2. The Pesticide Usage report shall include the name of the pesticide used, concentration applied, form of application, dilution rate used, active ingredients, EPA registration #, target pest, purpose of application, quantity of active ingredient per area, method of application, equipment, # of applications, # of sites, or buildings, description of areas, month & year of application, State of application, areas to avoid, areas to be treated with caution, use of certified personnel for treatment, are other pesticides used in the same location or area, is the area monitored during and after treatment and is the treatment coordinated with state, local, or federal agencies.
3. The report is to be done to meet regulatory requirements for PCB reporting both sites and pesticide report is only for SSC.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

PCB & Pesticides Report

3. DR Number Page Date Rev.

EN23-3.4 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

4. Submit electronic notification letter along with required data for government review and signature for final submission to regulatory agencies.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Environmental Facility Inspection Report (SSC Only)	3. DR Number Page Date Rev. EN24-3.4 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: QU
6. Distribution: RA02	
8. As of Date: 15th /30th of January, April, July and October	7. Initial Submission: Follow Stated Schedule - #8, As of Date (after contract start)

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide NASA with inspection reports for proper management of hazardous materials/wastes at SSC.	10. Reference: 40 CFR 264 SPR 8500.2 SCWI-8500-0004-ENV
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11. Preparation Information:
Establishes the requirement for documenting and maintaining inspection reports per federal, state and local requirements.

The report is inclusive of the following but not limited to:

1. The report shall include a checklists for hazardous material waste compliance, to address storage management at the 90-day storage areas, SAAs.
2. The report is to be done to meet regulatory requirements.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Groundwater Usage Report (SSC Only)	3. DR Number Page Date Rev. EN25-3.4 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: QU
6. Distribution: RA02	AR (Report all abandoned wells that are capped)
8. As of Date: Apr 10th July 10th August 10th	7. Initial Submission: Follow Stated Schedule - #8, As of Date (after contract start)

DATA REQUIREMENT DESCRIPTION (DRD)

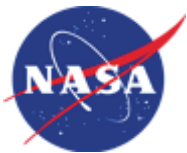
9. Use: To provide a report for groundwater usage data to be reported to MDEQ and HQ.	10. Reference: SPR 8500.2, SSC Environmental Operations & Implementation Plan
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11. Preparation Information:
Establishes the requirement for submittal of a quarterly groundwater usage data from potable and industrial water wells and ensure that permit limits for each well are met at all times. The report shall list individually the average withdrawal in gallons per day (GPD) by month for each of the three months in the preceding quarter. Any wells that were capped during that period shall be listed to note groundwater conservation.

The report shall include, but is not limited to the following:

1. Groundwater usage from potable water (PW) wells, PW1, PW2, PW3, Industrial wells (IW), IW1, IW2, IW3
2. The report shall list the average daily withdrawal in gallons per day (GPD) by month for each of the three months in the preceding quarter
3. Ensure that the permit limits for each well is met at all times
4. Provide information regarding abandoned wells on NASA property that required capping

Report to be submitted electronically as MS Word (SSC desktop standard version at time of submission) file formatted to print on standard 8.5" x 11" paper in portrait orientation. Report requires NASA approval prior to implementation and subsequent revisions.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Permits & Waivers Report

3. DR Number Page Date Rev.

EN26-3.4 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

AR

6. Distribution:

RA02

AS60

7. Initial Submission:

After contract start

8. As of Date:

AR

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To ensure that all state permits are current for SSC & MAF and applications are submitted for updates and renewal, or waivers in the time-line established by the state or federal requirements. This effort is also applicable to any inquiries from state or any other regulatory entities that require the development of any justifications or waivers.

10. Reference:

40 CFR Parts 1500-1517
Council Environmental
Quality; NPR 8590.1,
Policy on Environmental
Quality & Control

11. Preparation Information:

Establishes the requirement for the preparation and submittal of applications or other required documentation to obtain or renew SSC and MAF permit needs and/or development of any other documentation or justification for required environmental related waivers to state or federal regulatory agencies.

The report is inclusive of the following but not limited to:

1. Prepare all permit applications in accordance with pertinent regulatory requirements, inclusive of background information, supporting data (laboratory, shop or other operational activities), appropriate maps and/or graphs and questionnaires.
2. Supporting documentation, recommendations, and length of time for the requested waiver along with an introduction for a system, process, or requirement.
3. Submit electronic cover letter along with required application/renewal/waiver data for government review and signature for final submission to regulatory agencies.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: CERCLA Oversight and System Operations Report (SSC Only)	3. DR Number Page Date Rev. EN27-3.4 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: SA AN (Report to U. S. Air Force for Cleanup Area A at SSC)
6. Distribution: RA02	7. Initial Submission: Follow Stated Schedule - #8, As of Date (after contract start)
8. As of Date: 1st of April and October	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide semi-annual and annual status reports to NASA for the CERCLA program at SSC to meet federal and state regulatory requirements.	10. Reference: 42 U.S.C. § chapter 103 et seq., CERCLA NPR 8590.1, Environmental Compliance and Restoration (ECR) Program
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11. Preparation Information:

Establishes the requirement for the submittal of semi-annual reports for the CERCLA program at SSC. At SSC the program is the operation of 4 pump & treat systems, 1 post remediation area, 1 long term monitoring site to ensure compliance with regulatory agencies. Systems must be at 95% availability monthly to ensure proper treatment. An annual report shall be done to reflect the status of the program from the prior year with visualization maps to depict the contamination of concern. Be actively involved in the identification of alternative treatment methods that will promote the reduction of the unfunded liability for the site.

The report is inclusive of the following but not limited to:

1. The report will have the operational and maintenance effort for the 4 P & T Systems, which covers cleanup Areas A through G, a PCB site, long term monitoring site/Landfill, laboratory data with visualization maps to demonstrate the location of the contaminants of concern.
2. Support NASA with the preparation of the 5-year program review with MDEQ and ensuring that the Long Term Monitoring Plan is updated to meet the regulatory requirements. Additionally, support the update of the budget data call in NETS.
3. Develop the annual inspection for Area A as well as provide the annual report for the site to be forwarded to the U. S. Air Force.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Environmental Management System (EMS) & Compliance Audits Reports (SSC Only)

3. DR Number Page Date Rev.
EN28-3.4 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: SA NASA and NASA Contractors AN Support Resident Agency Audits exclusive of scoring (after contract start)
6. Distribution: RA02	7. Initial Submission: Follow Stated Schedule - #8, As of Date
8. As of Date: 15th/28th February/August	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To develop audit reports, metrics, and prepare letters to NASA and its contractors/ general managers and agency directors. Establishes the requirement for conducting, documenting, and maintaining copies of audit reports.	10. Reference: 40 CFR 262; 29CFR.990.1200 NPR 8553.1 SPR 8500.1 SPR 8500.2
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11. Preparation Information:
Establishes the requirement for conducting, documenting, and maintaining copies of audit reports. Corrective actions reports (CARs) will be generated for any discrepancies observed during the audits. CARs must be closed out within a specific timeframe per the SSC Audit Manager. The same information must be maintained for the third party registration audit with a follow-on status of outstanding findings. Support NASA with the resident agency annual compliance audits by scheduling the audit and developing letters to report observations/concerns for each agency. The report is inclusive of the following but not limited to:

1. Scores for environmental compliance for shops and laboratories with summary sheets and audit comments with appropriate scoring.
2. NASA and its contractors EMS audits are semi-annual, which is inclusive of the third party audit for certification. These audits are placed in the NASA corrective action report system where findings, CARs and corrective action plan and follow-up status report for CARs.
3. Support NASA with the scheduling of the resident agency audits (dependent on operations) and develop letters of observation to each agency, which is usually done during fourth quarter of the calendar year.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Environmental and Energy Functional Review (EEFR) and EMS Audit Reports	3. DR Number Page Date Rev. EN29-3.4 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: Triennial (Every 3 years)
6. Distribution: RA02 AS60	7. Initial Submission: TBD (after contract start)
8. As of Date: Triennial Review date will be TBD	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To support NASA in the preparation for the HQ EEFR, complete the pre-audit questionnaire. Actively participate in the EMS audit and EEFR & during the assessment of all media, record auditor comments, record in NETS information as required and support all post audit activities including but not limited to corrective action tracking and closure.	10. Reference: NPR 8553.1 40 CFR 1500-1517 AS60-OI-003 AS60-OI-002 SPR 8500.1; SPR 8500.2
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11. Preparation Information:
Establishes the requirement for participating in the preparation and the review process as well as documenting, maintaining auditor comments, suggestions, and recommended corrective actions. HQ shall populate NETS for the two sites to track and update status of each discrepancy to closure.

The report is inclusive of the following but not limited to:

1. Prepare pre-audit questionnaire and other data requested by NASA HQ based on the specific protocol by which the review is performed. Different media areas are reviewed per HQ notification and schedule (triennial review)
2. Support the audit team multi-media review of all environmental regulations/areas.
3. After receipt of the draft HQ EEFR Report all comments, findings, suggestions and corrective actions should be assessed for response actions. A schedule for outstanding corrective actions must be provided within the HQ timeline as noted in the Frequency Section of this document.
4. The Final report of findings shall be placed in NETS by HQ for tracking and status updates provided until closure.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Construction Storm Water Inspection & Certification Report (SSC Only)	3. DR Number Page Date Rev. EN30-3.4 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: MO
6. Distribution: RA02	7. Initial Submission: Follow Stated Schedule - #8, As of Date (after contract start)
8. As of Date: 1st/15th of January through December	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To conduct weekly stormwater inspections for NASA projects but provide a monthly report to NASA per federal, state and local requirements.	10. Reference: 33 U.S.C. § 1251 et seq (1972), Clean Water Act 40 CFR 123, Clean Water Act Permitting
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11. Preparation Information:

Establishes the requirement for the submittal of monthly reports for the construction stormwater inspections as well as the inspection reports for the overall program after closure of the construction locations. Inspections are done to ensure compliance with regulatory requirements as well as with the Site Stormwater Pollution Prevention Plans (SWPPP). This DR also covers the requirements to develop Notice of Intent and Notice of Terminations for construction efforts that are performed by NASA or NASA contractors. This does not apply to construction projects that are contracted through offsite firms.

The report is inclusive of the following but not limited to:

1. The report must have the applicable permit number, project name, location, owner, startup date and the information pertinent to the inspection such as date, time, rainfall measurements in inches, record observations and deficiencies and the name of the inspector.
2. The MDEQ form is the format of choice for stormwater inspections for SSC.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Environmental Resource Document (ERD)

3. DR Number Page Date Rev.

EN31-3.4 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

AR

6. Distribution:

RA02

AS60

7. Initial Submission:

120 days (after contract start)

8. As of Date:

April 30th

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide NASA with the description of the current environmental status for each of the two sites regarding information on the impact of NASA's operations to the environment. Information is also included for consideration for proposed projects or actions. Establishes the requirement for biennial revisions of the existing documents, while ensuring that it is current with regulatory data and requirements.

10. Reference:

NPR 8580.1

SPR 8500.2

11. Preparation Information:

The ERD is inclusive of the following but not just limited to:

1. The ERD addresses all pertinent information governing environmental media at each site that would be evaluated in the NEPA process.
2. The topic/media incorporated are, air pollution sources, water resources, domestic and industrial wastewater, potable water, land resources, wetlands and flood plains, aquatic and biotic resources, solid and hazardous waste generation, treatment, storage, and disposal, toxic substances, underground and aboveground storage tanks, pressure vessels, insecticides and herbicides, radioactive and non-ionizing radiation materials, historic, archaeological and cultural resources, noise and vibration, and economic impacts.
3. The ERD must be updated to reflect any major regulatory or facility changes.
4. The format shall be consistent with existing SSC and MAF ERDs respectively.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Discharge Monitoring Report (DMR) (MAF Only)

3. DR Number Page Date Rev.

EN32-3.4 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

MO

6. Distribution:

AS60

7. Initial Submission:

Monthly, by the 10th (after contract start)

8. As of Date:

10th

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide a Discharge Monitoring Report (DMR) in compliance with permit requirements.

10. Reference:

LA0052256
LAC 33:IX
40CFR

11. Preparation Information:

The DMR is the preparing of the monthly discharge monitoring submittal to the Louisiana Department of Environmental Quality (LDEQ) in accordance with MAF's Louisiana Pollution Discharge Elimination Systems (LPDES) permit (LA0052256).

The report shall include the following:

1. The DMR shall comply with LPDES #LA0052256 sampling and reporting requirements.
2. All data shall be inputted in the EPA's electronic netDMR systems for Louisiana and submitted for approval to the MAF NASA EO. The website is located at <https://netdmr.epa.gov>.
3. Submit electronic notification letter along with data for government review and signature prior to final upload and submission to regulatory agencies.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Air Emissions for RICE Engines Report (SSC Only)

3. DR Number Page Date Rev.
EN33-3.4 Page 1 of 2

SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: MO 10th SA 10th of April and October
6. Distribution: RA02	
8. As of Date: See # 5, Frequency of Submission	7. Initial Submission: Follow Stated Schedule, #5, Frequency of Submission (After Contract Start)

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: This DRD establishes the requirement for collection of hourly engine meter data for fourteen (14) engines at B4400 pumps and generators. This report is inclusive of the serial # for each engine and any other corrective actions associated with that engine. It also includes temperature and pressure data from the Continuous Parametric Monitoring System (PPMS) for emission controls and info. on deviation/malfunctions.	10. Reference: Clean Air Act 11 Miss. Adm. Code Pt. 2 Ch. 1, Pt. 2 Ch. 2 and Pt. 2 Ch. 6 SSC Title V Permit #1000-000 40 CFR Part 63 Subpart ZZZZ
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11. Preparation Information:
Provides actual run times for the engines located at B4400. Provides Reciprocating Internal Combustion Engines (RICE) National Emission Standards for Hazardous Air Pollutants (NESHAP) regulated temperature data, pressure drop data and deviation/malfunction reports for the engines in B4400. Provides Visible Emissions Evaluations (VEE) reports. Provides run times for test articles and flare stacks. This information is required by the MDEQ.
- I. The emissions report will be provided in a spreadsheet with the following data sets in monthly and yearly summation tabulation:
1. Date, Run time for each engine- water pumps and electrical generators (hours) and total fuel usage (lbs/ gallon) located in Building 4400
 2. Date, Run time for all test articles (seconds), propellant type, and propellant usage per commodity (lbs/ gallon) for all test articles, test stands and test positions located within the A complex, B complex, and E complex
 3. Date, Run time for all test complex flare stacks



Data Requirement (DR) Continuation Sheet

2. Title: Air Emissions for RICE Engines Report (SSC Only)	3. DR Number Page Date Rev. EN33-3.4 Page 2 of 2
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

II. The RICE NESHAP emissions control report will be provided in spreadsheet and text with the following monthly data for each engine located in Building 4400 that is existing, stationary, non-emergency compression ignition RICE and greater than 500 horsepower:

1. 15 minute instantaneous temperature readings from the monitoring system during engine operations
2. 4 hour rolling averages of temperature readings from the monitoring system during engine operations updated each 15 minutes
3. Pressure drop (once per month) while engines are running
4. Statements on deviations, malfunctions and alarms must include the following information on each occurrence:
 - The date and time that each malfunction started and stopped.
 - The date, time, and duration that the CPMS was inoperative, except for zero (low-level) and high-level checks.
 - The date, time, and duration that the CPMS was out-of-control, including the information in §63.8(c)(8).
 - The date and time that each deviation started and stopped, and whether each deviation occurred during a period of malfunction or during another period.
 - A summary of the total duration of the deviation during the reporting period, and the total duration as a percent of the total source operating time during that reporting period.
 - A breakdown of the total duration of the deviations during the reporting period into those that are due to control equipment problems, process problems, other known causes, and other unknown causes.
 - A summary of the total duration of CPMS downtime during the reporting period, and the total duration of CPMS downtime as a percent of the total operating time of the stationary RICE at which the CPMS downtime occurred during that reporting period.
 - An identification of each parameter and pollutant (CO or formaldehyde) that was monitored at the stationary RICE.
 - A brief description of the stationary RICE.
 - A brief description of the CPMS.
 - The date of the latest CPMS certification or audit.
 - A description of any changes in CPMS, processes, or controls since the last reporting period.

Visible Emissions Evaluations (VEEs) information shall be provided on VEEforms semiannually.

Documents should be submitted electronically.

Data submitted to procuring activity for review no later than three weeks prior to project implementation. Data shall be considered approved unless Contractor has been notified of disapproval prior to project implementation.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Facility Proposed Project Plan	3. DR Number Page Date Rev. FA01-4.1 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: One (1) Five year CoF Plan (updated quarterly)
6. Distribution: Approval: RA10 Distribution: EA00, TA00 AS60	
8. As of Date: The 10th of January, April, July, October	7. Initial Submission: CoF Facility Proposed Project Plan issued to NASA CoF technical monitor / NASA COTR within 30 days of contract award.

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide the necessary communication between the government and contractor in the area of Construction of Facilities (CoF).	10. Reference: SCWI-8810-0001 NPD 8820.2C NPR 8820.2F
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11. Preparation Information: The CoF Facility Proposed Project Plan shall detail the support to the NASA CoF Program Manager. This plan should include the process flow, data collecting / submitting, preparing, and project selection support as outlined in the following items: 1. The CoF Data Call is a competitive process whereby the Facilities Engineering and Real Property (FERP) division at NASA HQ selects CoF projects among the Agency's ten centers based on a project's risk assessment, need and available budget. 2. The contractor shall provide support to NASA SSC's CoF Data Call process as described in SCWI-8810-0001. 3. To support NASA SSC's project submission's the contractor shall assist the development of a Five Year CoF Plan and support collection of data in the development of the subject plan. All projects submitted shall meet the requirements of NASA Policy Directive (NPD) 8820.2C, Design and Construction of Facilities and NASA Procedural Requirement (NPR) 8820.2F, Facility Project Requirements. 4. CoF Project Data shall be collected at the request of the NASA CoF Program Manager. CoF Data shall include the research to accurately complete SSC Form 702, SSC Project Data Sheet, for each proposed project (usually between 40 - 100 Project Data Sheets). Select projects from the CoF Project Data collection shall be further researched to prepare for a detailed NASA HQ submission package.
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National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Design Project Status Reports / Charts	3. DR Number Page Date Rev. FA02-4.1 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: MO QU
6. Distribution: RA10 EA00 AS60	7. Initial Submission: Submit within 30 days after contract start date
8. As of Date: 10th of each month and each quarter	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: Reports and charts used to monitor the execution of design projects. The weekly and monthly data is presented to the NASA Design and Construction Project Management Division. The quarterly data is presented to Center Operations Management.	10. Reference: PWS Section 4.0 SCWI-8810-0001
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11. Preparation Information:
1. Monthly reports/charts:
 - a. The quantity of total designs completed and quantity of designs completed on time per the established Project Management Plan (PMP)
 - b. The quantity of designs completed with all customer requirements met.
 - c. The quantity of designs completed within 10% and \$1500 of the cost estimated in the PMP.
 - d. The quantity of PMPs prepared and the number of days to complete.
 - e. The quantity of designs that are in the construction phase that have change orders that exceed 5% of the original construction cost due to design error.
 - f. The quantity of projects that have design costs greater than 6% of the project construction budget.
 - g. For projects over \$10,000:
 - (1) Summary slide in table format showing Project Name, NASA FPM, SPE, percent complete and color coded schedule and cost indicator determined by Schedule Performance Index (SPI) and Cost Performance Index (CPI)
 - (2) Individual chart showing Project Name, NASA FPM, SPE, percent complete and color coded schedule and cost indicator determined by Schedule Performance Index and Cost Performance Index Task order number with approved funding amount, table of project milestones, status, issues & concerns
 - (3) List of revisions with scope, cost and schedule change provided
 - (4) Time based graph showing monthly project planned value, earned value, cumulative disbursements, SPI & CPI



National Aeronautics and
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Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Design Project Status Reports / Charts

3. DR Number Page Date Rev.

FA02-4.1, Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

2. Quarterly reports/charts

- a. Highlights of accomplishments and focus areas for the quarter.
- b. List of CoF designs in work with status update for each design
- c. Summary of project issues and concerns



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Construction Support Quality Plan; Reports / Charts	3. DR Number Page Date Rev. FA03-4.1 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: OT Construction Support Quality Plan MO, QU Reports/Charts
6. Distribution: RA10, EA00, TA00, PA00 AS60, QA00	7. Initial Submission: Submit for concurrence within 30 days after contract start date
8. As of Date: 10th of each month and each quarter	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: This plan will be used to help monitor contractor performance against agreed-to plan. Reports and charts will be used to monitor the execution of construction, facility modifications, site improvement, and demolition projects. The weekly and monthly data is presented to the NASA Design and Construction Project Management. The quarterly data is presented to NASA Center Operations Management.	10. Reference: PWS Section 4.0 SCWI-8810-0001
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11. Preparation Information:
1. The Construction Support Quality Plan shall address the elements in Section 4.0 of this Contract, the requirements found in SCWI-8810-0001 and shall include, but not be limited to the following:
 - a. General policy statement defining overall objectives and roles/responsibilities
 - b. How direct communication with NASA Facility Project Managers (FPM) will be managed throughout the project phases listed below.
 - c. Construction support activities will vary based on a NASA or SACOM construction procurement. The plan shall include methodology on how SACOM contractor will support construction activities for both NASA and SACOM contracted construction activities in the following phases of the construction project:
 - (1) Pre-solicitation Phase (SIES worksheet/estimate, assignment of configuration coordinator, quality check of design package, preparation of statement of work, project specific construction monitoring plan, etc.)
 - (2) Solicitation Phase (Pre-bid conference, amendments, GFE status, etc.)
 - (3) Award Phase (Bid summary, technical evaluation, post-award conference, etc.)
 - (4) Construction Phase (Process contractor submittals, enforce plans and specifications or advise NASA FPM on non-compliance issues, process RFI and FCR requests and maintain configuration management per SOI-8040-0001-FACENG, issue dig permits and locate underground utilities per SSTD-8070-0119-MISC, etc.)
 - (5) Closeout Phase (Ensure completion of commissioning, complete all activities required and issue Certificate of Completion per SSTD-8070-0009-CONFIG, lessons learned tracking, warranty transfer, etc.)
 - d. Format: Electronic File (report format) compatible with Microsoft Office Suite



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title: Construction Support Quality Plan; Reports / Charts	3. DR Number Page Date Rev. FA03-4.1 Page 2 of 2
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

2. Monthly reports/charts, including trends, for select projects and all projects over \$50,000
 - a. Summary slide in table format showing Project Name, NASA FPM, SPE, percent complete and color coded schedule and cost indicator determined by Schedule Performance Index (SPI) and Cost Performance Index (CPI)
 - b. Individual project charts showing Project Name, NASA FPM, SPE, percent complete and color coded schedule and cost indicator determined by SPI and CPI, task order number with approved funding amount, table of project milestones, status, issues & concerns, accomplishments previous month & plans for coming month
 - c. List of revisions with scope, cost and schedule change provided
 - d. Time based graph showing monthly project planned value, earned value, cumulative disbursements, SPI & \ CPI
 - e. Statistics showing quantity of daily job-site inspections performed and quantity of daily job-site inspections required.
 - f. Statistics showing quantity of daily construction logs and quantity of daily construction logs required. Electronic files with daily construction logs shall be available to the government, stored on approved file server.
 - g. Statistics showing quantity and cause of underground utility strikes (required for all projects)
3. Quarterly reports/charts
 - a. Highlights of accomplishments and focus areas for the quarter.
 - b. List of construction, facility modifications, site improvement, and demolition projects in work with status update for each identified project (similar to monthly reports/charts) and progress pictures per project
 - c. Summary of project issues and concerns



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Facility Manager Program (FMP) Plan (SSC Only)	3. DR Number Page Date Rev. FA04-1.1 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: RT
6. Distribution: RA20	
8. As of Date: n/a	7. Initial Submission: 90 days after contract start date

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: Plan to implement and manage the FMP	10. Reference: PWS Section 6.0 SCWI-8830-0001
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11. Preparation Information: The plan shall outline implementation and management of the FMP to include but not be limited to, establishing responsibilities, web page management, identification of Facility Managers/Area Managers, training, building notification and awareness procedures associated with construction, safety, environmental, security, and operations & maintenance projects.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Integrated Pest Management; Report and Schedules Plan

3. DR Number Page Date Rev.

FA05-5.3 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

AN

6. Distribution:

RA20

AS60

7. Initial Submission:

30 days after contract start

8. As of Date:

January 15th

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

The integrated Pest Management Plan, Report, and Work Schedules provides information on the status of the inspection and treatment schedules.

10. Reference:

Federal Insecticide,
Fungicide, and
Rodenticide Act

11. Preparation Information:

Establishes the requirement for an Integrated Pest Management Plan (IPMP), Report and Work Schedule. The Plan shall include, but not limited to the following:

The Contractor shall provide an Integrated Pest Management Plan (IPMP) which consist of the procedures for management of pests and application of control agents at both sites. The IPMP further details the methods and procedures, summarizes relevant laws, regulations, and Executive Orders applicable to environmental sound practices of pest management. The IPMP elements shall address the following:

1. The schedule for pesticide application and inspections shall include the inspection and treatment schedules for structural pesticide application and exterior horticultural pest control application.
2. The summaries of structural pesticide application and exterior pesticide application shall describe the types and amount of pesticides used monthly and yearly, the names of pesticides used, concentrations applied, forms of application, active ingredients, EPA registration numbers, pests targeted, purpose of the application, methods of application, and locations the pesticide is applied.
3. The licenses and certifications of personnel are included to provide documentation that certified personnel are applying pesticides.



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Reliability Centered Maintenance (RCM) Metric Report	3. DR Number Page Date Rev. FA06-6.0 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: MO
6. Distribution: RA20 AS60 QA00	
8. As of Date: Input through the end of the month, submit 15th of the following month (31/15)	7. Initial Submission: Submit 120 days after contract start date

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide metrics/data associated with RCM	10. Reference:
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11. Preparation Information:
This Data Requirement provides documentation of the contractor's effort concerning RCM activities that include Failure Mode Effects Analysis (FMEA), root cause failure analysis, trend analysis, and the combined application of reactive, preventive, condition based, and proactive maintenance practices to achieve a cost effective maintenance program.

Provide metrics as described on page 2 of this DR. Consolidated metrics, along with metrics segregated by Center, shall be provided.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Reliability Centered Maintenance (RCM) Metric Report

3. DR Number Page Date Rev.

FA06-6.0 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

Provide the following RCM metric data for all equipment listed in CMMS or Section J on a monthly basis:

1. Percent of Facility Availability (Target =100%):

% = Hours the Facility is available to run at capacity / total hours during the reporting time period.

Note: Assume 24 hours per day, 7 days per week for critical production areas and support systems and buildings.

2. Percent of PM Completed (Target = 99%):

% = Number of PMs Completed / Number of PMs Scheduled

3. Percent of PM Completed on Schedule (Target = 99%):

% = (PMs Completed on Schedule - PMs Completed Outside Time Band) / PMs Completed

4. Percent of PM / PT&I Work to Corrective Maintenance Work:

% = Hours of PM / PT&I Work / Hours of CM + PM / PT&I Work

5. Percentage of Emergency Work:

% = Total Hours Worked on Emergency Jobs / Total Hours Worked

6. Percent of Faults Found in Thermographic Survey:

% = Number of Faults Found / Number of Items Surveyed

7. Percent of Faults Found in Steam Trap Survey (Target = 10% or less): (MAF only)

% = Number of Defective Steam Traps Found / Number of Steam Traps Surveyed

8. Percentage of Maintenance Overtime:

% = Total Maintenance Overtime Hours / Total Regular Maintenance Hours



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: HQ Functional Performance Metric Report	3. DR Number Page Date Rev. FA07-6.0 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN
6. Distribution: RA20 AS60	
8. As of Date: November 7th	7. Initial Submission: Submit on November 7th following contract start

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide NASA HQ metrics data for maintenance activities	10. Reference: CMMS data
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11. Preparation Information:
This Data Requirement provides maintenance activity data for previous fiscal year.

Applicable Document: NPR 8831.2

Provide data to meet requirements of NPR 8831.2 as identified on page 2 of this DR. Content shall be segregated by Center.

Format: Excel Spreadsheet as outlined on page 2



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

HQ Functional Performance Metric Report

3. DR Number Page Date Rev.

FA07-6.0 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

FY XXXX Center Facilities Maintenance Functional Performance Metrics Summary

AGENCY PARAMETRIC MEASURES UNIT

FY13 Facilities Deferred Maintenance (DM)	\$
FY13 Current Replacement Value (CRV from FY13 DMA Report)	\$
FY13 Facility Condition Index (FCI)	#

DATA INPUT FROM CENTERS

1 Unconstrained Maintenance and Repair (M&R) Requirement, FY13 (Without CoF)	\$
2 Initial Operating Plan for Maintenance & Repair (M&R), FY13	\$
3 Actual Annual Maintenance and Repair (M&R) Funding (Without CoF)	\$
4 Cost of Scheduled Work	\$
5 Cost of Unscheduled Work and Breakdown Repair	\$
6 Number of PT&I "Finds"	#
7 Repair Cost of PT&I "Finds"	\$
8 Unfunded Cost to Repair Breakdowns/Failures	\$
9 Number of Trouble Calls	#
10 Reportable Incident Rate (RIR)	#
11 Lost Workday Case Incident Rate (LWCIR)	#

CALCULATED from DATA PROVIDED

a. Scheduled Maintenance Cost as a percentage of Total Maintenance Cost	\$
b. Unscheduled Repair Cost as a percentage of Total Maintenance Cost	%
c. FY13 Total Site CRV	\$
d. Initial Operating Plan as a percentage of CRV	%
e. Maintenance and Repair Funding as a percentage of CRV	%
f. Cost of Deferred Maintenance as a percentage of CRV	\$

ENERGY/UTILITY USAGE METRICS (Generated through HQ Energy Manager)

11 Energy Used/Consumed	MWH
12 Water Used/Consumed	Gallons
13 Natural Gas and Oil Used/Consumed	Cubic Feet



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Facility Condition Assessment (FCA) Schedule and Report	3. DR Number Page Date Rev. FA08-6.2 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN
6. Distribution: RA20 AS60	
8. As of Date: October 1st	7. Initial Submission: Submit for concurrence within 60 days of contract start date

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: Assessment of 1/3rd of all buildings per year	10. Reference: Site Drawing and building level drawings
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11. Preparation Information: This Data Requirement establishes the requirement for the development and submittal of the FCA Schedule and subsequent Report. All data should be entered into CMMS. Applicable Document: Site Map Contents: 1. There should be one FCA Schedule per Center. The schedules shall contain: A list of proposed facilities at each Center to be inspected with anticipated completion dates for each. (Note: FCA shall not commence any earlier than 30 days following submission.) 2. There should be one FCA Report per Center. Each report shall contain: a. Narrative of the facility description and facility classification. Include a discussion of the components within the facility by discipline and group components by architectural, mechanical, heating, ventilation and air conditioning (HVAC), or electrical disciplines, as appropriate. b. Facility site plan. c. Facility floor plan. d. Narrative of the facility condition assessment procedure. This will include inspections and evaluations of available CMMS data and the predictive testing and inspection data.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Facility Condition Assessment (FCA) Schedule and Report

3. DR Number Page Date Rev.

FA08-6.2 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

- e. Narrative of the assessment finding by component grouping with an overall adjective rating of those components. Components include, but not limited to, roofs, pumps, air conditioning, interior finishes, electrical devices and systems.
- f. Evaluation for failure and failure consequences (risk assessment) to identify safety impacts for components rated as poor or replace. A safety impact (hazard to personnel or NASA property) must be identified to the COR immediately for appropriate action to alleviate the hazard.
- g. Summary Deferred Maintenance (DM) estimate by discipline and a facility total DM estimate for components rated as poor or replace.
- h. Individual discipline DM estimates that list components and their associated DM
 - i. List of discrepancies by discipline by location, discrepancy number, and recommendation.
 - j. Discipline assessment that includes component identifier, description, location, year installed, age, life expectancy, projected replacement year, adjective assessment, and discrepancy number if appropriate and estimated repair or replacement cost for all components with a poor or replace adjective rating.
- k. Status of equipment bar-codes. (missing, unreadable, etc)
 - l. RCB/CBM analysis for the facility which includes:
 - (1) Background information that includes failure criticality code and probability of failure code.
 - (2) Analysis by system by components within the system. This includes recommendations.
 - (3) A listing of all equipment analyzed including equipment identifier, description, failure criticality code, and probability of failure code.
 - (4) Recommendations on whether or not equipment is a CBM candidate.
- m. Overall new project recommendations based on FCA findings for consideration by the Government. The list of recommendations may be revised based on continued FCA analysis and/or identification of specific Government needs.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Operations and Maintenance Plan

3. DR Number Page Date Rev.

GA01-6.0 Page 1 of 2

SUBMITTAL REQUIREMENTS

4. Type:

1

5. Frequency of Submission:

SA
AR

6. Distribution:

RA20

AS60

7. Initial Submission:

Within 90 days of contract start

8. As of Date:

Semi-annually following initial
submittal

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To define how the Contractor plans to perform the required Operations and Maintenance (O&M) of the Facilities, Systems, Equipment and Utilities (FSEU) as specified in section 6.0 and as defined in the CMMS.

10. Reference:

PWS Section 6.0, 6.1 and
6.2, NPR 8831.2

11. Preparation Information:

Establishes the requirement for submittal of an O&M Plan, differentiating between SSC and MAF. The Contractor shall submit one overarching Plan with Center specific content identified and segregated as such. The Plan shall:

1. Address how the Contractor intends to operate and maintain all FSEU identified in the PWS to ensure maximum availability and reliability
2. Address how the Contractor intends to meet the response and repair times for repairs of FSEU
3. Address how the Contractor intends to ensure a continuous skilled workforce that is properly trained and certified to perform the work specified in section 6.0
4. Define the initial scheduling windows for each Maintenance Level of Preventive Maintenance (PM) and appropriate rescheduling windows should any work not be able to be accomplished in the initial window (Note: Request for deferrals will be required for rescheduling of PMs due to circumstances beyond the control of the Contractor.)
5. Include a current listing of all equipment in the CMMS assigned to the Contractor O&M responsibilities. The initial submittal will be used to establish the baseline O&M requirements. Semi-annual revisions shall identify changes (increases and reductions) that affect the baseline workload
6. Include a full one-year schedule of all FSEU PMs with frequencies and job plans
7. Address the Contractor's strategy for implementing Reliability Centered Maintenance (RCM) / Condition Based Maintenance (CBM) for all FSEU



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Operations and Maintenance Plan

3. DR Number Page Date Rev.

GA01-6.0 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

8. Address how the Contractor intends to meet the requirements for performing retro-commissioning of existing buildings. (Refer to the Building Commissioning Association for guidelines on retro-commissioning approach.)
9. Address how the Contractor intends to expand the CBM program to reduce time-based (recurring) PM activities and centralize the monitoring of all equipment to maximize facility and equipment operability and efficiency, while minimizing required maintenance time, materials, and costs in an effort to realize the most cost effective maintenance program resulting in reduced maintenance cost (targeting a 3% reduction per year against the approved first year Operations and Maintenance Plan as the baseline for the reduction calculations).
10. The O&M plan shall address the Contractor's maintenance/repair program for all Government property. (To include property specified in Sections G & H.) The criteria in this program shall be used to determine when the Contractor is required to request approval from the Government for repair or replacement of Government property. (For example, the Contractor may establish a not-to-exceed dollar percentage number based on the original unit cost of some equipment whereby when the cumulative repair costs for that equipment reaches a that 'not-to-exceed' percentage number, the Contractor will request approval from the Government for repair or replacement.)
11. Address how the Contractor intends to propose changes/modifications to the Maintenance Plan and/or CMMS necessary to ensure the availability and reliability of critical systems and equipment for an improved maintenance value (i.e., targeting a 3% reduction per year against the approved first year Operations and Maintenance Plan as the baseline for the reduction calculations); or when a facility activity status has changed.
13. Address differing levels of operations and maintenance based on facility activity status as referenced in NPR 8800.15B, Real Estate Management Program Implementation Manual (active, inactive, abandoned, mothballed, and standby).
14. Address how the Contractor intends to ensure FSEU is maintained clean, minimizing the accumulation of dirt, dust, mold, mildew, algae and corrosion.
15. Address how lessons learned will be evaluated for updating O&M procedures
16. Address how impacts to operations will be handled concerning the notification of affected personnel, systems, or facilities, along with mitigation efforts
17. Include an Annual Work Plan and a 5-year Facilities Maintenance Plan in accordance with NPR 8831.2 (This may be incorporated into a PWS 1 DRD.)

Remarks:

Plan requires approval by NASA/SSC/RA20 and MAF/AS60– Center Operations Directorate, Operation and Maintenance Division, and shall cover the fiscal period, October 1 – September 30.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Standard Operating Procedures

3. DR Number Page Date Rev.

GA02-6.1 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

AR

6. Distribution:

RA20

AS60

7. Initial Submission:

Submit for NASA RA20/AS60 concurrence within 120 days of contract start date

8. As of Date:

N/A

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To document operating procedures

10. Reference:

PWS Section 6.0

11. Preparation Information:

This Data Requirement establishes the requirement for the development and submittal of Standard Operating Procedures (SOP) for the purpose of detailing common & recurring instructions necessary to operate and maintain Facilities, Systems, Equipment and Utilities (FSEU). (i.e., Electrical, Potable Water, Natural Gas, EMCS, Sanitary Sewage, Landfill, HPIW, IWTF, Cryo, HPGF, FCPF, Navigational Lock, and Bascule Bridge.) Note that a SOP can be referred to as a Operations Manual, Work Instruction, etc.

SOP shall include detailed, step-by-step instructions inclusive of start-up procedures, on-line or running parameters, shutdown procedures, and emergency procedures and/or notifications. Instructions that are unique to a specific Center shall be identified and segregated as such.

Format: Email with attached word document

Maintenance: Submit new and/or revisions to all SOP type documents a minimum of 30 days prior to the execution of the procedure.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Utility Process Plan (UPP) and High Pressure Gas Distribution Leakage Rates (HPGD)

3. DR Number Page Date Rev.
GA03-6.1 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type: UPP-5; HPGD-3	5. Frequency of Submission: UPP - PE; HPGD - QU
6. Distribution: UPP: RA20, AS60 HPGD: Approval-RA20 Information:PA00 (COR), EA00	7. Initial Submission: Provide notification to NASA prior to performance of process.
8. As of Date: N/A	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To document utility processes and High Pressure Distribution System Leaks	10. Reference: Applicable utility drawing as required
--	---

11. Preparation Information:

Establishes the requirement for the development and submittal of Utility Process Plans (UPP) for one-time operations on utilities.

Contents: Submittal shall provide step-by-step instructions that establish responsibility and control system configuration changes. Instruction shall include procedures which minimize risk and provide for contingency and point of contact as applicable to the procedure being performed.

Provides notification and historical reference of High Pressure Gas Distribution Distribution Leaks:

Report shall include a listing of all identified leaks by commodity, noting location, class as determined by SSC 47-451, condition and projected completion of actions or deferral with rationale.

Report shall also include any discrepancies noted with any metering devices (flow-meters) identifying the system, location, condition, corrective action and discrepancy report number if generated.

HPGD Report to be submitted electronically as MS Excel file formatted to print on standard 8.5"x11" paper in landscape orientation.



Data Requirement (DR)

2. Title: Boiler Certification Plan	3. DR Number Page Date Rev. GA04-6.1 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: AN
6. Distribution: Concurrence: SF01 & QD10; Information: AS60 & RA20	7. Initial Submission: Within 60 days of Contract start
8. As of Date: October 15th	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To document planned inspections and certification of all boilers and code related piping.	10. Reference: ANSI/NBIC NB-23 and ASME CSD-1-200X
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11. Preparation Information:

The Annual Boiler Certification Plan determines that boilers and piping meet, or exceed, all American National Standards Institute/National Board Inspection Code (ANSI/NBIC) standards and American Society of Mechanical Engineers (ASME) codes relating to this type equipment. Each inspection shall encompass the pertinent requirements of ANSI/ NBIC NB-23 and ASME CSD-1-200X, Controls and Safety Devices for Automatically Fired Boilers, standards and regulations.

Preparation instructions:

The Plan shall meet the following requirements:

- Document the independent inspector's qualifications.
- Provide a signed verification of certification for each piece of equipment which meets all requirements.
- Provide signed inspection summary reports for all equipment not in compliance with all requirements listing all deficiencies and specify applicable code sections.
- Provide verification of certification for equipment found deficient after deficiencies are corrected.
- Provide index with page number, building and equipment number as part of the inspection report.

(Continued on page 2)



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Boiler Certification Plan

3. DR Number Page Date Rev.

GA04-6.1 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

Remarks:

1. Boiler inspections are required to be performed by a NBIC certified boiler inspector not employed by the contractor.
2. Boiler Certifications shall be completed following boiler inspections and rework (if required). A Roll-up Certification report shall also be submitted.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Elevator Inspection Report	3. DR Number Page Date Rev. GA05-6.1 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: AN
6. Distribution: Information: SF01, QD10 & AS60, RA20	
8. As of Date: October 15th	7. Initial Submission: Following completion of each elevator inspection, with a final report of all elevator inspections performed annually submitted no later than October 15.

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To document elevator inspection and dumbwaiter inspections required by ANSI/ ASME A17.1.	10. Reference: ANSI/ASME A17.1 ANSI/ASME A17.2 ANSI/ASME A17.3 ANSI/ASME QEI-1
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11. Preparation Information:
The Annual Elevator Inspection Report documents the results of the inspections and tests required to be performed as set forth in ANSI/ASME A17.1, A17.2 and A17.3.
- Preparation Instructions:
The Annual Elevator Inspection Report shall:
- Document that the independent inspector performing the inspections is certified in accordance with ANSI/ASME QEI-1.
 - Provide a list of elevators and dumbwaiters in compliance with all provisions set forth in ANSI/ASME A17.1.
 - Provide a list of elevators and dumbwaiters requiring maintenance, repairs, replacement or adjustments necessary to meet ANSI/ASME A17.1 and specify specific applicable code section and rules of ANSI/ASME A17.1.
 - Provide a list of elevators and dumbwaiters requiring improvement to meet new code changes, including a detailed list of these recommendations with ANSI rule guidelines references.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Elevator Inspection Report

3. DR Number Page Date Rev.

GA05-6.1 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

- e. Provide recommendations to improve overall elevator performance.
- f. Provide 6 inch by 9 inch certificate of inspection for each elevator or dumbwaiter for display in the elevator performance.
- g. Provide index with page number, Center location, building and equipment number as part of the inspection report.

References:

ANSI/ASME A17.1, Safety Code for Elevators and Escalators
ANSI/ASME A17.2, Guide for Inspection of Elevators, Escalators, and Moving Walks
ANSI/ASME A17.3, Safety Code for Existing Elevators and Escalators
ANSI/ASME QEI-1, Standard for the Qualification of Elevators Inspectors

Remarks:

- 1. The Annual Elevator Inspection is required to be performed by a certified inspector not employed by the contractor.
- 2. The Annual Elevator Inspection report will include in the Five year elevator inspection and test results per five years requirements set forth in ANSI/ASME A17.1, A17.2 and A17.3 for elevator and dumbwaiters.
- 3. Elevator Inspection shall be completed following elevator rework (if required).



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Energy Management and Water Conservation Program Plan

3. DR Number Page Date Rev.

GA06-5.7 Page 1 of 2

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

AN

6. Distribution:

RA02 and RA10

AS60

7. Initial Submission:

Within 60 days of contract start date

8. As of Date:

September 15th

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To manage energy usage, to meet Agency goals, and to meet Federal goals and regulations.

10. Reference:

EISA 2007, EPACT 2005,
Exec. Orders 13514, 13423,
13221, 13149, 13123, 13101
& 12759, 10 CFR 435 & 436

11. Preparation Information:

This Data Requirement establishes the requirement for the development and submittal of an annual Energy Management and Water Conservation Program Plan for each fiscal year (October 1st - September 30th)

Preparation Instructions: One overarching Plan shall be provided with Energy Management and Water Conservation addressed separately. Center specific (SSC or MAF) content shall be properly identified and segregated.

1. The Energy Management section(s) shall:

- a. Address how the Contractor will assist NASA in meeting the energy efficiency and conservation goals established by the Energy Independence & Security Act of 2007 (EISA 2007); the Energy Policy Act of 2005 (EPACT 2005), as amended by Executive Orders 13514, 13423, 13221, 13149, 13123, 13101, & 12759; and the requirements of the NASA Energy Management Program (NPR 8570.1).
- b. Address how the Contractor will achieve energy management for all Statement of Work requirements.
- c. Reference Agency & Federal Authorities & Regulations.
- d. Include goals, achievements, activities, targets, risks, & audit/evaluation results as applicable to energy conservation, including renewable energy.



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title: Energy Management and Water Conservation Program Plan	3. DR Number Page Date Rev. GA06-5.7 Page 2 of 2
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

- e. Address operation & maintenance of buildings; handling of new construction and renovations of buildings; resources necessary to accomplish the plan; and energy conservation awareness activities.

2. The Water Conservation section(s) shall:

- a. Details how the Contractor will assist NASA in meeting the water conservation goals established by the Energy Independence & Security Act of 2007 (EISA 2007); and the Energy Policy Act of 2005 (EPACT 2005), as amended by Executive Orders 13514,13423,13123,& 13101.
- b. Include how the Contractor will achieve water conservation for all Statement of Work requirements.
- c. Reference Agency & Federal Authorities & Regulations.
- d. Include: goals, achievements, activities, targets, risks, & audit/evaluation results as applicable to water conservation.
- e. Address operation & maintenance of building water systems & associated water distribution systems; handling of new construction and renovations of buildings & distribution systems; resources necessary to accomplish the plan; and water conservation awareness activities.

Additional References: Federal Sustainable Buildings MOU (2006) and NPR 8570.1



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Energy and Water Conservation Audit Report

3. DR Number Page Date Rev.
GA07-5.7 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: PE
6. Distribution: RA02 and RA10 AS60	7. Initial Submission: Within 30 days of completion of each audit
8. As of Date:	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To manage energy and water usage and to measure compliance with Agency/Federal goals and regulations.	10. Reference: EISA 2007, EPACT 2005, Exec. Orders 13514, 13423, 13221, 13149, 13123, 13101 & 12759, 10 CFR 435 & 436
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11. Preparation Information:

This Data Requirement establishes the minimum requirements for auditing and reporting associated with the comprehensive building/area energy and water conservation audits/evaluations. Reports shall meet the intent of the Energy Independence and Security Act of 2007 (EISA 2007).
(At SSC, area level audits of the water distribution system serving several buildings may be performed in lieu of individual building audits.)

Each report shall include an Executive Summary, estimated savings and/or costs, Life Cycle Costs (LCC), Savings/Investment Ratio (SIR), existing conditions, conservation measures, Operations and Maintenance measures, commissioning, technical assessment, calculations and definitions.

Format: MS Word formatted to print on 8.5" x 11" paper in portrait orientation.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Monthly Energy Consumption Records

3. DR Number Page Date Rev.

GA08-5.7 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

MO

6. Distribution:

RA02

RA10

AS60

7. Initial Submission:

Follow Stated Schedule - #8, As of Date

8. As of Date:

31/15

Data shall be submitted on the
15th of the following month

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To report monthly consumption of utilities (water, natural gas and electricity).

10. Reference:

11. Preparation Information:

This Data Requirement establishes the requirement for reporting monthly consumption of utilities.

Each report shall include consumption by building/area, as metered.

Reports shall be segregated by Center and by commodity. Consumption shall be cumulative by fiscal year.

Format: Electronic MS Excel



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Activity/Response Report	3. DR Number Page Date Rev. GA09-1.1 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: AR Refer to SPLN-1040-0006 (Stennis Emergency Management Plan) and IMSC-Plan-003D (MAF Emergency Management Plan) for document submittal frequency requirements
6. Distribution: RA00 AS50 -	
8. As of Date: n/a	7. Initial Submission: Contract start date

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide documentation of EMP and COOP activities such as training, response to emergencies, and accidents/incidents requiring emergency response.	10. Reference: SPLN-1040-0006 IMSC-Plan-003D
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11. Preparation Information:
Provide activity reports for such activities as training, response to emergencies, and incidents requiring emergency response.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

EMP and COOP Implementation Plan

3. DR Number Page Date Rev.

GA10-1.1 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

RT

6. Distribution:

RA00 - Ron Magee
AS50 - Steve Turner

7. Initial Submission:

45 days of contract start date

8. As of Date:

n/a

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide an emergency management and continuity of operations implementation strategy.

10. Reference:

SPLN-1040-0005
SPLN-1040-0006
IMSC-Plan-003D
AS60-OI-12

11. Preparation Information:

The Contractor shall submit a strategic plan, separated by each site, to implement site specific activities outlined in SPLN-1040-0005 (SSC COOP), SPLN-1040-0006 (SSC EMP), IMSC-Plan-003D (MAF EMP), and AS60-OI-12 (MAF COOP).



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Test, Training, & Exercise (TT&E) Program

3. DR Number Page Date Rev.
GA11-1.1 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: AN
6. Distribution: RA00 AS50	7. Initial Submission: January 30 after contract start date
8. As of Date: January 30	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide a comprehensive TT&E Program and input of lessons learned/corrective actions to redress shortfalls and weaknesses identified during evaluation of TT&E activities.	10. Reference: NPD 8710.1, NPR 8715.2, SPLN-1040-0005, SPLN-1040-0006, IMSC-Plan-003D, AS60-OI-12
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11. Preparation Information: The TT&E Program includes the following: 1) A comprehensive TT&E Plan in accordance with SPLN-1040-0006 (SSC Emergency Management Plan) (SSC Only) 2) Lessons learned and corrective actions to redress shortfalls and weaknesses identified during TT&E activities separated by site (SSC and MAF) The Contractor shall ensure that all TT&E activity (e.g., program development, maintenance/updates, administration, reporting, and support) shall be in accordance with NPD 8710.1 and other requirements as outlined in National Incident Management System (NIMS), Federal Continuity Directives 1&2 and the Homeland Security, Exercise and Evaluation Program (HSEEP).



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Packaging, Shipping, Receiving and Inspection Logistics Plan	3. DR Number Page Date Rev. LS01-2.1 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: AN
6. Distribution: DA00 RA00 SF01	
8. As of Date: 15/1	7. Initial Submission: 60 days after Contract Award

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: The Packaging, Shipping, Receiving and Inspection Logistics Plan defines the contractor's processes and methods for managing and operating a central receiving function at MAF and a satellite function at SSC.	10. Reference: In concordance with the FAR as listed in the Contract. NPD 6200.1, Title 49 CFR NPR 6000.1, SPR 1600.1 NPR 4100.1
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11. Preparation Information: The Packaging, Shipping, Receiving and Inspection Logistics Plan shall define how the contractor will satisfy the requirements listed PWS 2.1 Logistics and in accordance will all applicable references. The plan shall: a. Describe in detail those procedures and instructions which constitute the contractor's logistics methodology for packaging, shipping, receiving, and inspection. b. Describe in detail those procedures and instruction which apply to gas cylinder management. c. Provide detailed plans in regard to methods which will be used by Contractor personnel to complete the function and operations in a safe and timely manner. d. Provide details addressing specific procedures, training, etc. which will be used to ensure that personnel requirements are continuously met. e. Include goals, target efficiencies, synergistic activities & risks
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National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Packaging, Shipping, Receiving and Inspection Logistics Plan

3. DR Number Page Date Rev.

LS01-2.1 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

Note: Any center specific process (MAF or SSC) shall be properly identified and segregated. Reasoning behind the need for center specific process shall be fully explain and plans for achieving synergy in the future shall be outlined.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Commodity Use Rates and Records Report	3. DR Number Page Date Rev. LS02-2.2 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: MO
6. Distribution: RA20, PA00 EA00 SF01	7. Initial Submission: 5 Days after end of the FY15 3rd Quarter
8. As of Date: 28, 30, 31/5	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide historical reference of Cryogenic and High Pressure Commodities Consumption.	10. Reference:
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11. Preparation Information:

This DR shall provide information necessary to determine differentiation of Rates of Consumption for each Commodity Category for Manufacturing, Non-Manufacturing, Test and for Non-Test Modes of Operation. Shall provide sufficient information for identification of Commodity Consumption by Program, Project and by Test Stand or Manufacturing Cell. Shall use all available information of metering and delivery records, and shall reconcile and/or identify any discrepancies of quantities.

Monthly Report:

1. Report shall provide information necessary to determine differentiation of Rates of Consumption for each commodity by test stand for Manufacturing, Non-Manufacturing, Test and Non-Test Modes of operation
2. The report should provide a metric reflecting conservation effort for Helium, Nitrogen, Air, and Hydrogen.
3. Each commodity shall be represented separately. This metric should demonstrate the reduction or increase in usage for the individual gas and should also note any discrepancies identified with any metering devices along with corrective action taken or deferral with rationale.
4. The forecast report shall be prepared in accordance with the Propellants and Pressurants Management and Forecasting Plan and submitted monthly.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Commodity Use Rates and Records Report

3. DR Number Page Date Rev.

LS02-2.2 Page 2 of 2


DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

In addition to the monthly report for February, an annual fuel forecast will be provided.

This forecast report shall reflect anticipated consumption of fuels for a one-year period including but not limited to data by fuel type, by center, and in monthly increments. The forecast period shall be from April 1 through March 31, with the forecast submitted in the February monthly report.

Format: Submitted Electronically as MS Excel file formatted to print on standard 8.5"x11" paper in landscape orientation.

 National Aeronautics and Space Administration John C. Stennis Space Center Stennis Space Center, MS 39529-6000		Data Requirement (DR)		Data Procurement Document	
				1. Number	Issue
2. Title: Transportation, Moving, Hauling and Mail Logistics Plan				3. DR Number Page Date Rev. LS03-2.1 Page 1 of 2	
SUBMITTAL REQUIREMENTS					
4. Type: 1		5. Frequency of Submission: AN			
6. Distribution: DA00 RA00 SF01		7. Initial Submission: 60 Days after contact award			
8. As of Date: 15/1					
DATA REQUIREMENT DESCRIPTION (DRD)					
9. Use: The Transportation, Moving, Hauling and Mail Logistics Plan defines the contractor's processes and methods for operating and managing all boats, buses, cars, cranes, forklifts, hoists, trams and vans. Moving and hauling processes and mail service processes and additional drive services in support of special NASA functions				10. Reference: In concordance with the FAR as listed in the Contract. NPD 4200.1, NPRD 4200.1 NPD 6000.1, NPR 6000.1 SWI-8834-001, MPR 1551.1	
11. Preparation Information: The Transportation, Moving, Hauling and Mail Logistics Plan shall define how the contractor will satisfy the requirements listed PWS 2.1.3 Transportation, Moving, Hauling and the Mail and in accordance will all applicable references. The plan shall: <ol style="list-style-type: none"> Describe in detail those procedures and instructions which constitute the contractor's logistics methodology for transportation, moving and hauling. Describe in detail those procedures and instruction which apply to Mail services. Provide detailed plans in regard to methods which will be used by Contractor personnel to complete the function and operations in a safe and timely manner. Provide details addressing specific procedures, training, etc. which will be used to ensure that personnel requirements are continuously met. Include goals, target efficiencies, synergistic activities & risks. 					



2. Title:	3. DR Number Page Date Rev.
Transportation, Moving, Hauling and Mail Logistics Plan	LS03-2.1 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:
Any center specific process (MAF or SSC) shall be properly identified and segregated. Reasoning behind the need for center specific process shall be fully explain and plans for achieving synergy in the future shall be outlined.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Vehicle Validation and Metrics Report

3. DR Number Page Date Rev.
LS04-2.1 Page 1 of 2

SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: AN
6. Distribution: AS40 RA30 SF01	7. Initial Submission: June 30th - Vehicle Validation July 31st - Actual expenditures thru 6/30 of that FY for NASA Budgeting Purposes Oct 31st - Actual expenditures for the FY required by OMB
8. As of Date: 15/30	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To ensue that the Contractor reviews the use of Government provided vehicles on a regular basis and re-justifies the number and type of vehicles required. To provide a review of the cost and vehicle data pertaining to Government-owned vehicles	10. Reference:
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11. Preparation Information:
Vehicle Validation - This report provides a justification for the number of vehicles and types of vehicles required to perform the contract. Cost - This report provides actual cost of operations for motor vehicles at MAF and SSC. ~ July report provides information to NASA HQ for budgeting and the October report provides actual cost data for Congress

Vehicle Validation Report

1. Each vehicle will be justified on the basis of miles drive, types made, number of people transported or other such justification as may be required.
2. Format: Submit NASA Form 1759, Vehicle Justification for each vehicle
3. Maintenance: Keep on file for one year



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Vehicle Validation and Metrics Report

3. DR Number Page Date Rev.

LS04-2.1 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

Metrics Report

1. Report contains data as to the number of government vehicles operation at MAF and SSC and the cost operations
2. Format: GSA Standard Form SF-82 will be provided by the Transportation Officer when received from NASA or the form can be downloaded directly from the GSA forms website
3. Maintenance: To be maintained in file for 3 years



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Transportation Metrics Report	3. DR Number Page Date Rev. LS05-2.1 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: AN
6. Distribution: RA30 SF01	
8. As of Date: 30/15	7. Initial Submission: End of FY

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To report information on Federal motor vehicle usage and the makeup of their motor vehicle fleets, along with the use of efficient and alternative fuel vehicles as part of petroleum reduction goals.	10. Reference: Federal Automotive Statistical Tool (FAST)
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11. Preparation Information: The report shall include: a. Motor vehicle acquisitions b. Petroleum and alternative fuel consumption c. Requests for Energy Policy Act (EPAct) of 2005 Section 701 waivers surrounding alternative fuel consumption Fleet fueling centers d. Information covering vehicle inventory, acquisitions, and disposals, as well as fuel costs and consumption, vehicle mileage, and fleet costs. Format: This information is submitted using the Federal Automotive Statistical Tool (FAST) website.
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National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Lifting Devices and Equipment Mangement Plan	3. DR Number Page Date Rev. LS06-2.1 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: AN
6. Distribution: DA00 QA00 RA00 SF01	
8. As of Date: 15/1	7. Initial Submission: 60 Days after contact award

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: Plan defines the contractor's processes and methods for operating and managing all mobile transportation and handling equipment.	10. Reference: NASA-STD-8719.9 SWI-8834-0001
---	--

11. Preparation Information:
- The Lifting Devices and Equipment Management Plan shall define how the contractor will satisfy the requirements listed PWS 2.1.3 Transportation, Moving, Hauling and the Mail pertaining to lifting devices and mobile equipment.
- The plan shall:
- Describe in detail those procedures and instructions which constitute the contractor's methodology for operating and manage all the mobile transportation and handling equipment such as bridge and derrick cranes, hoists and air bearings and mobile equipment such as truck-mounted cranes, bull dozer and lift trucks.
 - Describe in detail those procedures on the operation and certification of cranes.
 - Provide detailed plans in regard to methods which will be used by Contractor personnel to complete the function and operations in a safe and timely manner.
 - Provide details addressing specific procedures, training, etc. which will be used to ensure that personnel requirements are continuously met.
 - Include goals, target efficiencies, synergistic activities & risks.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Lifting Devices and Equipment Mangement Plan

3. DR Number Page Date Rev.

LS06-2.1 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

Any center specific process (MAF or SSC) shall be properly identified and segregated. Reasoning behind the need for center specific process shall be fully explain and plans for achieving synergy in the future shall be outlined.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Government Property Management Plan	3. DR Number Page Date Rev. LS07-2.2 Page 1 of 3
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: AN
6. Distribution: DA00	7. Initial Submission: 60 days after contract award
8. As of Date: 15/1	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: The Property Management Plan defines the Contractor's methods for management, accounting, control and disposal of Government property.	10. Reference: See #11, Preparation Information
---	--

11. Preparation Information:
The Property Management Plan shall define how the Contractor shall satisfy the requirements listed in PWS 2.2 Property Management and the Contract.
- The plan shall:
- a. Describe industry leading standards or voluntary consensus standards, and/or the industry leading practices to include procedures and instructions which constitute the contractor's property management system and shall include the the following categories: Supply and Material Management, Office Furnishings, Redistribution, Utilization and Disposal, Equipment Accountability
 - b. Describe in detail those procedures and instruction which apply maintaining data in SAP Real Property Management System, monitoring renewal and expiration of In-Grants and Out-Grants, Processing capitalization vouchers and providing monthly reports and gathering and assembling data in support of Headquarters' requests
 - c. Describe in detail those procedures used to maintain records for all Real Property
 - d. Provide detailed plans in regard to methods which will be used by Contractor personnel to complete this effort function and operations in a safe and timely manner.



Data Requirement (DR) Continuation Sheet

2. Title:

Government Property Management Plan

3. DR Number Page Date Rev.

LS07-2.2 Page 2 of 3

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

- e. Provide details addressing specific procedures, training, etc. which will be used to ensure that personnel requirements are continuously met.
- f. Any center specific process (MAF or SSC) shall be properly identified and segregated. Reasoning behind the need for center specific process shall be fully explain and plans for achieving synergy in the future shall be outlined.
- g. The Contractor shall provide the date of its last Government property control system analysis along with its overall status, a summary of findings and recommendations, the status of any recommended corrective actions, the name of the Government activity that performed the analysis, and the latest available contact information for that activity.
- h. The Contractor shall identify any property it intends to use in performance of this contract from the list of available Government property in the provision at 1852.245-81, List of Available Government Property.
- i. The Contractor shall identify the Government property in its possession, provided under other Government contracts that it intends to use in the performance of this contract. The offeror shall also identify: The contract that provided the property, the responsible Contracting Officer, the dates during which the property will be available for use (including the first, last, and all intervening months), and, for any property that will be used concurrently in performing two or more contracts, the amounts of the respective uses in sufficient detail to support prorating the rent, the amount of rent that would otherwise be charged in accordance with FAR 52.245-9, Use and Charges (June 2007), and the contact information for the responsible Government Contracting Officer. The Contractor shall provide proof that such use was authorized by the responsible Contracting Officer.
- j. The Contractor shall disclose cost accounting practices that allow for direct charging of commercially available equipment, when commercially available equipment is to be used in performance of the contract and the equipment is not a deliverable.
- k. The Contractor shall identify, in list form, any equipment that it intends to acquire and directly charge to the Government under this contract. This list shall include a description, manufacturer, model number (when available), quantity required, and estimated unit cost. Equipment approved as part of the award need not be requested under NFS clause 1852.245-70,



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Government Property Management Plan	3. DR Number Page Date Rev. LS07-2.2 Page 3 of 3
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: AN
6. Distribution: DA00 RA00 SF01	
8. As of Date: 15/1	7. Initial Submission: 60 days after contract award

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: The Property Management Plan defines the Contractor's methods for management, accounting, control and disposal of Government property.	10. Reference: See #11, Preparation Information
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11. Preparation Information:

1. The offeror shall disclose its intention to acquire any parts, supplies, materials or equipment, to fabricate an item of equipment for use under any contract resulting from this solicitation when that item of equipment:
 1. Will be titled to the Government under the provisions of the contract,
 2. Is not included as a contract deliverable, and
 3. The Contractor intends to charge the costs of materials directly to the contract. The disclosure shall identify the end item or system and shall include all descriptive information, identification numbers (when available), quantities required and estimated costs.

References: In concordance with the FAR as listed in the Contract, NPD 4100.1, NPR 4100.1, NPD 4200.1, NPR 4200.1, NPR 4200.2, NPD 4300.1, and NFS 1852.245-8d



Data Requirement (DR)

2. Title: Fuels, Forecasting, Receiving, and Consumption	3. DR Number Page Date Rev. LS08-2.2 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: MO
6. Distribution: RA20 SF01	
8. As of Date: 28, 30, 31/5	7. Initial Submission: 30 Days after contract Start

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide a complete summary of all fuels received each month, basic usage data of all fuels for NASA/SSC and necessary inputs enabling coordination with the Defense Fuel Supply Center	10. Reference: Receiving reports, monthly vendor billings and current Annual Forecast
--	--

11. Preparation Information: This DR establishes the requirement for the preparation of an annual forecast of fuel for SSC consumption. This DR establishes the product - gasoline, diesel, fuel, propane, or fuels - actually received and the requirement for the preparation of a fuel utilization report on a monthly basis. An annual forecast of fuel for SSC consumption shall be prepared and submitted in February that covers the next year. Monthly Report This report shall: a. Begin with the opening inventory as the first day of the month for each product - gasoline, diesel fuel, and propane. (Other fuels may be added) b. Show the closing for each product c. Break out transactions by individual vehicle identification, by vehicle class, by customer, by Center and by building delivery location as applicable to the method of fuel consumption. d. Reflect the product shipper's numbers, data received, exact quantity, Center Order No. vendor delivery vehicle number and other appropriate remarks



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Fuels, Forecasting, Receiving, and Consumption

3. DR Number Page Date Rev.

LS08-2.2 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

Annual Forecast

In addition to the monthly report for February the annual fuel forecast will be provide. This forecast report shall reflect anticipated consumption of fuels for a one-year period including put not limited to data by fuel type, by center and in monthly increments. The reporting period shall be from April 1 through March 31, with the forecast submitted in February.



2. Title: Utilization and Disposal Redistribution	3. DR Number Page Date Rev. LS09-2.2 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: SA
6. Distribution: RA20 RA30 SF01	
8. As of Date:	7. Initial Submission: 10/10/15 and 4/10/16

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide NASA Management with data on Redistribution, Utilization and Disposal activities	10. Reference: Latest revision of NASA Series 4300
--	---

11. Preparation Information:
Provide multiple reports covering Redistribution, Utilization and Disposal activities including Property Held by Property Disposal Officer Report, Annual Report of Exchange/Sale Transactions, Annual Report of Personal Property Provided to Non Federal Recipients, and Performance Measures Report.

1. PROPERTY HELD BY PROPERTY DISPOSAL OFFICER REPORT (ANNUAL):

- a. List items and value of idle equipment or materials being held by Disposal Operations pending reutilization or disposal.
- b. Format - NASA System Generated
- c. Maintenance - To be maintained in file for 3 years

2. EXCHANGE/SALE TRANSACTIONS REPROT (ANNUAL):

- a. Report provides information as to the items sold or exchanged, value of purchase and related sales date
- b. Format - NASA System Generated
- c. Maintenance - To be maintained in file for 3 years



2. Title: Utilization and Disposal Redistribution	3. DR Number Page Date Rev. LS09-2.2 Page 2 of 2
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

3. PERSONAL PROPERTY PROVIDED TO NON FEDERAL RECIPIENTS (ANNUAL):

- a. Provides Listing of non-federal individuals who received federal property during the year
- b. Provides name, type of property, and acquisition value
- c. Format - NASA System Generated
- d. Maintenance - To be maintained in file for 3 years

4. PERFORMANCE MEASURES REPORT (SEMI-ANNUAL):

- a. Report provides information relating to lost property, property re utilized, donated or sold
- b. Format - NASA System Generated
- c. Maintenance - To be maintained in file for 3 years

5. PERFORMANCE MEASURES REPORT (SEMI-ANNUAL):

- a. Report provides information on re utilization and disposal of NASA SSC and MAF equipment, sales information, donations, list of items being held for disposal
- b. Format - NASA System Generated
- c. Maintenance - To be maintained in file for 3 years



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Space Utilization

3. DR Number Page Date Rev.

LS10-2.2 Page 1 of 2

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

MO Space Utilization Report

AN Supporting Data for 1400 Space Utilization Report

6. Distribution:

RA30

RA50

SF01

7. Initial Submission:

30 Days After Contract Start

8. As of Date:

30/10

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

Provide month Space Utilization Report and to capture annual Real Property cost for submission to NASA HQ and GSA

10. Reference:

NPR 8800.15

NPR 8820.2

Inventory of Existing
Space

11. Preparation Information:

This DR establishes the requirement for submission of monthly Space Utilization data and the annual submission of support data to the NASA Real Property Accountability Officer (RPAO) in support of the 1400 Space Utilization Report by a date in October (Typically the 15th). The RPAO will give written notice of the exact date required each fiscal year NLT 30 September for the submission of the annual data.

The Space Utilization Report provides all square footage by building and by user(s)/tenant(s) organizational (customer, program, agency, etc) including unused and common usage/unassignable. Also per substation transformer (include description of serviced area and location), report of square footage per user(s)/tenant(s) organization (customer, program, agency, etc) including unused and common usage/unassignable.

The DR establishes a requirement for a 1/8" floor plan of every building

Monthly Support:

1. Square footage by building and by user(s)/tenant(s) organization including unused and common usage/unassignable to approved allocations.
2. Each allocation shall be field checked and verified. Preliminary inspections shall be performed for vacated space and the FOU notified of any abnormalities.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Space Utilization

3. DR Number Page Date Rev.

LS10-2.2 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

3. Updates for will be provided with 14 days of completion of any new construction or reconfiguration of space in any building, facility or structure.
4. Evaluate the availability of vacant space and provide/present recommendations based on customer's requirements and long range occupancy projects if requested.
5. Format: Building Plans shall be available in digital format capable of printing on 8-1/2" x 11" paper. NASA FUO to be provided with a a 11" x 17" paper copy.

Annual Support Data:

The following data is required based on the entire previous Fiscal Year:

1. Occupancy by building/facility and occupying agency
2. Utility cost by building/facility (Gas and Electric broken out separately)
3. Operations and Maintenance cost by building/facility
4. Roads and Grounds cost
5. Custodial cost by building/facility
6. Verification and update of all In Grants/Out Grants in SAP
7. Verification of all Occupied Square Footage in all buildings/facilities
8. Format: Downloaded SAP Spreadsheet(s)



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Real Property Inventory & Notice of Accountability and Acceptance

3. DR Number Page Date Rev.
LS11-2.2 Page 1 or 2

SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AR Notice of Accountability and Acceptance of Real Property AN Inventory
6. Distribution: RA30 RA50 SF01	
8. As of Date: N/A	7. Initial Submission: Submit for NASA RA50 Real Property Accountability Officer (RPAO)

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide NASA Real Property Accountable Officer with an inventory listing of all collateral equipment valued over \$5,000 and provide a Notice(s) of Accountability and Acceptance of Real Property via NASA Form 1046	10. Reference: NPR 8800.15 SWI-9250-001 NASA Form 1046
---	---

11. Preparation Information: Transfer and/or Notification of Acceptance of Accountability of Real Property via NASA Form 1046 and establishes the requirement for an inventory listing of all collateral equipment with a purchase value of over \$5000.00 Inventory: 1. Provide an inventory listing of all collateral equipment per building, structure, or facility containing manufacturer plate data, manufacturer, serial number, acquisition cost, and location 2. Inventory of all new construction to be conducted and reported within 30 days of turnover of construction project to the Government 3. Format: Excel spreadsheet



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Real Property Inventory & Notice of Accountability and Acceptance

3. DR Number Page Date Rev.

LS11-2.2 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

Transfer and/or Notification of Acceptance of Accountability of Real Property via NASA Form 1046 :

1. Upon receipt determine whether 1046 voucher should be Capitalized or Expensed.
2. If the 1046 is to be Expensed, document on NASA Form FM-037 and return to PDLM support for disposition, within 5 business days
3. If the package is to be capitalized, a Voucher is prepared in SAP, the cost of the asset(s) are updated in SAP. A Voucher cover sheet is prepared for package review and signature by the RPAO, within 30 calendar days from receipt.
4. If the voucher is for more than \$100K, Finance is notified
5. The entire package is scanned and loaded to SAP
6. A hard copy is created and filed in the applicable Facility Folder for each of the assets included in the voucher



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Propellants and Pressurants Usage and Forecasting

3. DR Number Page Date Rev.

LS12-2.2 Page 1 of 2

SUBMITTAL REQUIREMENTS

4. Type:

1

5. Frequency of Submission:

MO

6. Distribution:

RA20, PA00

EA00, DA10

SF01

7. Initial Submission:

60 Days after Contract Award

8. As of Date:

28, 30, 31/5

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

Documents the process to plan, forecast, order, receive, assure quality, store, track usage, rates of consumption, conservation & reporting of all propellants and pressurants required for manufacturing and test programs assigned to SACOM.

10. Reference:

11. Preparation Information:

This Data Requirement established the requirement for preparation and submittal of a Propellants and Pressurants Management Plan. This plan shall govern the operations of the propellant management function. This plan shall provide information necessary to determine differentiation of Rates of Consumption for each Commodity Category for Standby, Test and Non-Test Modes of Operation. Shall provide sufficient information for identification of Commodity Consumption by Program, Manufacturing Facility, and Test Stand.

This plan shall include but not be limited to development of procedures for:

1. Planning and forecasting requirements
2. Ordering and receiving propellants and pressurants
3. Assuring the quality of media received
4. Tracking the usage of media
5. Establishing procedures, techniques and metrics for conserving Helium, Nitrogen, Air, and Hydrogen
6. Reporting of all elements of propellant management, including cost by commodity, contact and user program



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Propellants and Pressurants Usage and Forecasting

3. DR Number Page Date Rev.

LS12-2.2 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

7. Reporting information necessary to determine differentiation of Rates of Consumption for each commodity by program, project or use.
8. Each commodity shall be represented separately.
9. Metrics should demonstrate the reduction or increase in usage for individual gases and should also note any discrepancies identified with any metering devices along with corrective action taken or deferral with rationale.

Report to be submitted electronically as MS Excel (NASA desktop standard version at time of submission) file formatted to print on standard 8.5" x 11" paper in landscape orientation.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Information Security Management Plan	3. DR Number Page Date Rev. MA01-1.1 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN
6. Distribution: Approval: RA40 CISO, IS01 CISO Distribution: DA00	
8. As of Date: September 30	7. Initial Submission: 30 days from contract start

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: This DR establishes the IT security management plan of contractor personnel and information systems owned by the contractor or the government.	10. Reference: NPR 2810.1A NPR 1600.1 SPD 2810.1 MPD 2800.1
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11. Preparation Information: Develop a program plan to address all aspects required by NPR 2810.1A. This plan must include the following: 1. Complying with applicable security and awareness annual training requirements as specified in NPR 2810.1A, Security of Information Technology. A complete training report shall be provided to the Center Chief Information Security Officer of both MAF and SSC. 2. Securing and protecting sensitive information under the contractor's control, in all forms, through the use of encryption, access restriction, or sanitization as specified in NPR 1600.1, NASA Security Program Procedural Requirements. 3. Report all suspected or actual information security incidents to the Center Incident Response Team or the Security Operations Center. 4. Using Center and Agency standards for installing antivirus software on systems owned by the contractor or the government and operated by the contractor.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Information Security Management Plan

3. DR Number Page Date Rev.

MA01-1.1 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

5. Using Center and Agency standards for regularly patching systems owned by the contractor or the government and operated by the contractor.
6. Post plan to the DR repository



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
SACOM Systems Inventory

3. DR Number Page Date Rev.
MA02-1.1 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN
6. Distribution: RA40 CISO IS01 CISO DA00	7. Initial Submission: 120 days from the start of the contract
8. As of Date: May 1	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To identify all IT Systems the Contractor utilizes through use or ownership.	10. Reference:
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11. Preparation Information:

The Contractor shall submit an annual report referencing all new and existing applications, systems, databases, and all interfaces used by the SACOM contractor in the performance of this contract.

The report shall contain the following fields (if applicable):

- Applicable PWS WBS Section Reference
- Name
- SACOM Contractor POC
- NASA POC
- Physical and Logical Location (Center, Building, and Server Name)
- Server Specs(Hardware and Operating System Specifications)
- Database Size
- Developed By (COTS or Custom developed) include Programing Languages used
- Format of IT Resource(database, system, software, file, ...)
- Description

All collections of data to include but not be limited to IT Systems, databases, spreadsheets, or flat files.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Monthly Activity Report

3. DR Number Page Date Rev.

MA03-5.5, Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

MO

6. Distribution:

IA00 - Paul Foerman
SF02

7. Initial Submission:

The 10th of the month following contract start

8. As of Date:

Due on the 10th of each month

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide statistical and activity information to Office of Communications and
Public Affairs Office

10. Reference:

n/a

11. Preparation Information:

The report shall be separated by Center (SSC and MAF) and address the following information regarding Contractor activities.

1. Contractor work activity

2. Products delivered

3. Summary of History Office activities (SSC Specific)

This report shall contain, at a minimum, information illustrated on the sample Weekly Activity Report that can be found in Appendix 1 of the SSC Office of Communications Operations Manual.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Personnel Certification and Training Plan

3. DR Number Page Date Rev.

MA04-1.1 Page 1 of 2

SUBMITTAL REQUIREMENTS

4. Type:

2

6. Distribution:

LA00 - Anita Douglas
QA00 - Marguerite Jones

8. As of Date:

May 1st

5. Frequency of Submission:

AN

If there are no changes since the last update, the Contractor shall recertify its accuracy no later than 1 October each year.

7. Initial Submission:

30 days after award of contract

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide to the Contractor and the Government a baseline document for the identification and definition of personnel certification criteria and the procedures to be implemented by the Contractor to ensure a certification program is implemented in accordance with NPR 8715.3 and applicable documents.

10. Reference:

See 11 - "References"

11. Preparation Information:

The Personnel Certification Plan shall provide a description of how the Contractor will implement and assure an effective training program in accordance applicable documents. The plan shall at a minimal include the following:

1. The plan shall also provide the Contractor's approach for conducting and advertising training for NASA and/or other contractors.
2. Certification Program (program description, method to select operations or classifications requiring a certification; requirements/skills - education, training, skills, other qualifications, and physical condition (if applicable); certification process - testing process to include written and/or proficiency testing, On-Job-Training (OJT), if applicable; and documentation and training of the certification.)
3. Documentation required for certification.
4. List specific operations types or classifications requiring certification. This can be determined by the operations and processes identified in the PWS.
5. Provide a list of potentially hazardous operation and skills that require a NASA certification.
6. Welding inspection and nondestructive evaluation (NDE).
7. Provide training to personnel on how to wear personal protective equipment (PPE), and the procedures for replacing damaged or defective PPE.
8. The certifications will be documented and maintained in the NASA-provided automated system.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Personnel Certification and Training Plan

3. DR Number Page Date Rev.

MA04-1.1 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

REFERENCES

MPR 3410.1 - Training

MWI 3410.1 - Personnel Certification Program

NPR 8714.3 - NASA General Safety Program Requirements

NASA 8000 series documents

SCWI-8715-0002 - Personal Protective Equipment

OSHA 29 CFR parts 1910 and 1926, Occupational Safety and Health Standard, Department of Labor (DOL)

American National Standards Institute (ANSI) B31.1 and B31.3, ANSI/American Welding Society (AWS) D1.1

and D1.2 National Board (NB)-23, American Petroleum Institute (API) 510 and 570.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

List of Owners, Officers, Directors, and Executive Personnel

3. DR Number Page Date Rev.

MA05-1.1 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

RT

6. Distribution:

DA00 - Marvin Horne
RA03 - Van Ward
AS50 - Steve Turner

7. Initial Submission:

60 days after contract start date

8. As of Date:

n/a

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide the NASA security officers and the Defense Security Services (DSS) cognizant security officer with a current listing of owners, officers, directors, and executive personnel in accordance with the DOD 5220.22-M, National Industry Security Program Operating Manual (NISPOM)

10. Reference:

DOD 5220.22-M

11. Preparation Information:

The Contractor shall submit a list of officers, directors, partners, regents, trustees, and executive personnel. In addition, a statement shall be made indicating (1) whether the officers, directors, partners, regents, trustees, and executive personnel have been cleared, and if so, to what level, when, their date and place of birth, and their citizenship; (2) whether they have been excluded from access in accordance with the provisions of DOD 5220.22-M; or (3) whether they have been temporarily excluded from access pending the granting of their personnel clearance.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Geographic Economic Impact Report

3. DR Number Page Date Rev.

MA06-5.5, Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

AN

6. Distribution:

IA00 - Paul Foerman
SF02

Reporting period shall be October 1 to September 30

7. Initial Submission:

14 days following the close of each Government Fiscal Year

8. As of Date:

n/a

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To determine the economic impact by geographical distribution.

10. Reference:

n/a

11. Preparation Information:

The Contractor shall prepare a report covering all acquisitions placed by the Contractor and the related geographic impact of those acquisitions.

Identify funds disbursements by FY for the following geographic locations:

Number of Acquisitions

Total Dollars

- A. Hancock County, MS
- B. Harrison County, MS
- C. Pearl River County, MS
- D. All of State of Mississippi
- E. Orleans Parish, LA
- F. St. Tammany Parish, LA
- G. St. Bernard Parish, LA
- H. Jefferson Parish, LA
- I. Tangipahoa Parish, LA
- J. All of State of Louisiana
- K. List all Other 48 States
- L. Foreign Countries



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Offsite Outreach Activity Material	3. DR Number Page Date Rev. MA07-5.5, Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: PE AR
6. Distribution: Approval: IA00 Distribution: SF02	
8. As of Date: n/a	7. Initial Submission: One per event, two weeks prior to the actual event (except on government holidays) upon contract start

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide the Office of Communications (OCO) the opportunity to approve offsite activity material prior to implementation.	10. Reference: Office of Communications Operations Manual (OCOM)
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11. Preparation Information:

The Contractor shall submit an Offsite Report Card and an Offsite Information Form to the OCO two weeks prior to an offsite outreach activity.

See sample Offsite Report Card and Offsite Information Form in the OCOM for format.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

SACOM Contractor Space Utilization

3. DR Number Page Date Rev.

MA08-1.1 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

1

5. Frequency of Submission:

RT

6. Distribution:

DA00

7. Initial Submission:

45 days after contract start

8. As of Date:

n/a

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide the Government with the facility usage of the SACOM Contractor

10. Reference:

n/a

11. Preparation Information:

The Contractor shall submit a map of the SACOM Contractor-occupied building locations for each site to include the titles of the SACOM Contractor divisions that occupy each location.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Financial Management Report (533M)	3. DR Number Page Date Rev. MF01-1.3 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: MO PC
6. Distribution: BA10, BA22, DA30	7. Initial Submission: Start of Contract
8. As of Date: The 10th working day following the close of the contractor's monthly accounting period	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To assure that dollar and labor resources support the schedule and to evaluate Contractor cost performance. Detailed cost will be reported in the electronic 533M format in DR MF02-1.2.	10. Reference: NPR 9501.2 latest revision NFS 1852.242-73
---	---

11. Preparation Information:

The 533M shall be prepared each month in accordance with NPR 9502.E or latest revision and NFS 1852.242-73 with the addition of an additional "performance period" 533M. The "performance period" 533M is used to compare 533M baseline cost with Contractor actual cost performance without cost accruals for the performance period.

The Contractor shall prepare a monthly 533 that identifies the summary total cost/price for the Contract effort along with the cost/price associated with each CLIN (e.g. X01 (CORE, FFP), X02 (CORE, CPIF), 901 (IDIQ, FFP) & 902 (IDIQ, CPIF)). For task orders the Contractors shall identify only the actual cost compared to the negotiated cost of each task order. The total cost/price associated with each CLIN and each IDIQ task order shall equal the total identified on the summary 533. The detailed cost reported in the electronic format as identified in DRD MF02-1.3 shall equal the information contain in this DRD.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Financial Management Report Detail (electronic 533M)

3. DR Number Page Date Rev.

MF02-1.3 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

MO

6. Distribution:

Approval: BA22

Information: BA10, DA30

7. Initial Submission:

Start of Contract

8. As of Date:

Per the SSC CFO/AMO file
submission calender

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To assure that dollar and labor resources support the schedule and to evaluate Contractor cost performance. To provide detailed reporting of cost, workforce by work year equivalents, and hours performed to NASA for integrated reporting.

10. Reference:

NPR 9501.2 latest revision
NFS 1852.242-73

11. Preparation Information:

The 533M electronic detail file shall compare to DR MF01-1.3 with no delta and be prepared each month in accordance with NPR 9502.E or latest revision and NFS 1852.242-73.

The information is provided electronically to NASA's Stennis Data Center using an electronic file format. The required file fields (e.g., Customer Code, Task Order number, PWS, facility, Center) will be provided to the Contractor as part of Contract transition. The file will be submitted according to the SSC CFO/AMO file submission calender provided each fiscal year. A copy of the calender will be provided to the Contractor via the CO prior to the beginning of each government fiscal year.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Maintenance and Operations Cost by Facility Report	3. DR Number Page Date Rev. MF03-1.3 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: MO
6. Distribution: BA10, RA20	
8. As of Date: The 10th working day following the close of the contractor's acct. period	7. Initial Submission: Start of Contract

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide detailed monthly reporting of maintenance and operations (separate and total) cost by facility, by work type, identified as scheduled or unscheduled work type	10. Reference: NPR 9501.2 latest revision NPR 8831.2 for work types
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11. Preparation Information: Excel workbook; pivot table with facility, maintenance, operations, work type, and scheduled/unscheduled columns identified and totals is acceptable
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National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Service Request Funds Notification Balance

3. DR Number Page Date Rev.

MF04-1.3 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

WK

6. Distribution:

BA21, BA11

7. Initial Submission:

Start of Contract

8. As of Date:

Close of Business each Friday

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide detailed funding balance for customers/tenants service request. To provide data to NASA in order to notify customers of funding balance.

10. Reference:

NPR 9501.2 latest revision
Work Control Flow Chart
and Documentation

11. Preparation Information:

Excel worksheet/report by customer as provided by the government on a service request funding notification document; Dates, beginning amount, initiated service request number, amount and running delta from beginning amount.

The worksheets should be totaled onto a summary worksheet/report categorized by remaining balance, less than 50%, 50%-60%, 61%-74%, 75%-85%, 86%-99%, 100%



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Electric Utility Cost Allocation Report	3. DR Number Page Date Rev. MF05-5.7 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: MO
6. Distribution: BA21 & RA50	7. Initial Submission: N/A
8. As of Date: 10th of each month	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To bill SSC customers for electricity usage so that cost can to be posted and disbursed for payment of invoice. Reimbursable amounts costed are billed to the SSC customers.	10. Reference:
---	----------------

11. Preparation Information:

This Data Requirement establishes the requirement for a cost allocation report of electricity usage at SSC. Monthly electrical usage shall be reported/distributed to the appropriate customer.

Applicable Document: Monthly Invoice Disbursements - Electric (Three MS Power bills monthly)

The report shall include the following columns:

- a. Customer Code
- b. Customer Name
- c. Subtotal
- d. Credit
- e. Total



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**Data Requirement (DR)
Continuation Sheet**

Data Procurement Document

1. Number Issue

2. Title: Electric Utility Cost Allocation Report	3. DR Number Page Date Rev. MF05-5.7 Page 2 of 2
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:
Format: PDF and MS Excel
- Maintenance: Submit new and/or revisions to all documents within 7 business days of receipt of original submittal



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Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Natural Gas Utility Cost Allocation Report

3. DR Number Page Date Rev.

MF06-5.7 Page 1 of 2

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

MO

6. Distribution:

BA21 & RA50

7. Initial Submission:

N/A

8. As of Date:

20th of each month

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To bill SSC customers for natural gas usage so that cost can be posted and disbursed for payment of invoice. Reimbursable amounts costed are billed to the SSC customers.

10. Reference:

11. Preparation Information:

This Data Requirement establishes the requirement for a cost allocation report of natural gas usage at SSC. Monthly natural gas usage shall be reported/distributed by the appropriate Customer.

Applicable Document: Monthly Invoice Disbursements - Two Natural Gas bills monthly (Sage and Centerpoint)

The report shall include the following columns:

- a. Customer Code
- b. Customer Name
- c. Subtotal
- d. Credit
- e. Total



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Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Natural Gas Utility Cost Allocation Report

3. DR Number Page Date Rev.

MF06-5.7 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

Format: PDF and MS Excel

Maintenance: Submit new and/or revisions to all documents within 7 business days of receipt of original submittal



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Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Report of Liability or Litigation

3. DR Number Page Date Rev.
PC01-1.1 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: AR
6. Distribution: DA00 CA00	7. Initial Submission:
8. As of Date: * See 7 - Initial Submission	* For actions or suits filed against the Contractor, immediate notification is required. For a claim made against the Contractor, notification is to be made within 3 days after the claim is made.

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To inform the Chief Counsel and Contracting Officer of any actual or possible claim, action, or litigation against the Contractor.	10. Reference: FAR 52.244-2(h) FAR 52.228-7
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11. Preparation Information:

Prepare a detailed report covering any action or suit filed, and prompt notice of any claim made against the Contractor by any subcontractor, vendor, or third party that is related in any way to this contract.



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Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Certificate of Insurance Report	3. DR Number Page Date Rev. PC02-1.1 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: RT
6. Distribution: DA00	
8. As of Date: See 7 - Initial Submission	7. Initial Submission: Initial submission to be made 15 days after award of contract. Updated certificates are required prior to expiration of previous certificates. Revised certificate required if coverage changes.

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: Indicates the type and amount of insurance coverage maintained by the Contractor during the period of contract.	10. Reference: FAR 52.228-7
--	--------------------------------

11. Preparation Information: The Contractor shall provide evidence of insurance via a Certificate of Insurance.
--



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Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Advance Notification of Workforce Reductions Report	3. DR Number Page Date Rev. PC03-1.1 Page 1 of 1
--	---

SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: AR
6. Distribution: DA00 RA50	
8. As of Date: See 7, "Initial Submission"	7. Initial Submission: Fifteen (15) calendar days in advance of employee notification

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide advanced notification of planned or pending Contractor workforce reductions.	10. Reference: 20 CFR Part 639, Worker Adjustment and Retraining Notification (WARN) Act
--	---

11. Preparation Information: The Contractor shall make notification of planned or pending Contractor workforce reductions in accordance with the WARN Act. The Advance Notification of Workforce Reductions Report shall include the following: 1) A reason for the reduction in workforce 2) The number of employees impacted, their labor classifications, their physical location, and their location within contract organizational structure 3) The expected date of the first separation and the anticipated schedule for making separations 4) The name and telephone number of a company official to contact for further information 5) The anticipated impact to the Contractor's performance of the contract requirements as a result of the workforce reduction.
--



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Management Plan, Labor Relations Plan, and Total Compensation Plan

3. DR Number Page Date Rev.
PC04-1.1 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AR
6. Distribution: DA00	
8. As of Date: n/a	7. Initial Submission: With proposal

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To incorporate the Contractor's Management Plan, Labor Relations Plan, and Total Compensation Plan into the contract.	10. Reference: RFP NNS14478585R, Section L & M
--	--

11. Preparation Information:

(See Section L for instructions)



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Staffing Plan	3. DR Number Page Date Rev. PC05-1.1 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: AN
6. Distribution: DA00	
8. As of Date: September 30	7. Initial Submission: With proposal

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To incorporate the Contractor's Staffing Plan into the contract.	10. Reference: RFP NNS14478585R, Section L & M
---	--

11. Preparation Information:

(See Section L for instruction)



National Aeronautics and
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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Organizational Conflict of Interest (OCI) Mitigation Plan

3. DR Number Page Date Rev.

PC06-1.1 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

RT

6. Distribution:

DA00

CA00

7. Initial Submission:

Not later than the final proposal due date

8. As of Date:

n/a

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To ensure OCIs are appropriately identified, resolved, and reported.

10. Reference:

NFS 1852.209-71

NFS 1852.237-72

NFS 1852.237-73

Section H.xx

Section L.xx

11. Preparation Information:

1. Demonstrate an understanding of (1) OCI principles and (2) the full breadth of OCI issues and the types of harm that can result.
2. Define company roles, responsibilities, and procedures for screening (i.e., identifying/recognizing, analyzing/evaluating, resolving, and reporting) existing and new business opportunities for actual/potential OCIs.
3. Identify any affiliated companies/entities (e.g., a parent company or a wholly-owned subsidiary) and procedures for coordinating OCIs with such affiliated companies/entities.
4. Explain how subcontractors will identify, resolve, and report OCIs.
5. Establish and require entrance training for new employees, refresher training for existing employees, and exit training for departing employees.
6. Define organizational and employee sanctions for violations of established OCI procedures/requirements/guidelines.
7. Require periodic self-audits to ensure compliance with established OCI procedures/requirements/guidelines.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Monthly Management Status Review	3. DR Number Page Date Rev. PC07-1.1 Page 1 of 3
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: MO
6. Distribution: DA00 BA00	7. Initial Submission: 30 days after contract start date
8. As of Date: 10/1	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide a summary of contract performance and status to the CO/COR and other stakeholders. To provide insight into financial performance and utilization of resources. To provide detailed reporting of cost by PWS level and Task Order including workforce by work year equivalents for integrated reporting.	10. Reference: NPR 9501.2 latest revision NFS 1852.242-73
---	---

11. Preparation Information:

Status Review:

The Status Review shall be delivered utilizing PowerPoint Presentation and shall address, at a minimum, the following information:

1. Financial Resources Review/business management and cost control (as defined on page 2 and 3)
2. Schedule
3. Short and long range planning
4. Manufacturing test support and integration activities
5. Safety and health
6. Environmental
7. Top ten risks and risk mitigation plans
8. Overtime hours vs. hours planned
9. Workforce status
10. Process improvements and innovations
11. Infrastructure condition and maintenance activities
12. Work backlog
13. Training/certification status



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Monthly Management Status Review

3. DR Number Page Date Rev.

PC07-1.1 Page 2 of 3

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

- 14. Task order status
- 15. Status of contract deliverables
- 16. Tenant support
- 17. Items of current interest including any significant initiatives, issues, concerns
- 18. Other items deemed necessary by the CO

The location of the review will be at the discretion of the CO.

Financial Resources Review:

The review package will be delivered electronically to the SACOM consolidated business office/person and shortly following per the CO's direction, a formal review meeting will be requested for scheduling. This review may be a reoccurring event. These reviews shall include, but are not limited to the following data for Core and each IDIQ task requirement by Center, Customer Code, and PWS level 3 (level 2 when applicable).:

Government Fiscal Year (GFY) phased financial plan – both monthly and cumulative

Work Year Equivalent plan and actual data with associated hours

Accrued cost data with delta and percentage under/overrun

GFY End-of-Year (EOY) forecast estimate and Data Trending analysis

Variance analysis addressing +/- 5% in cost delta, EOY forecast changes, and Corrective Action Plan, as applicable

Actual Cost

Scope Carry-In and Scope Carry-Out

Contract Year comparison to GFY (Total Contract Level and by PWS level 1)

Contract Value Analysis and Trending (Total Contract Level)

Baseline adjustment analysis (if/when applicable)

SAMPLE PROVIDED ON PAGE 3



Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

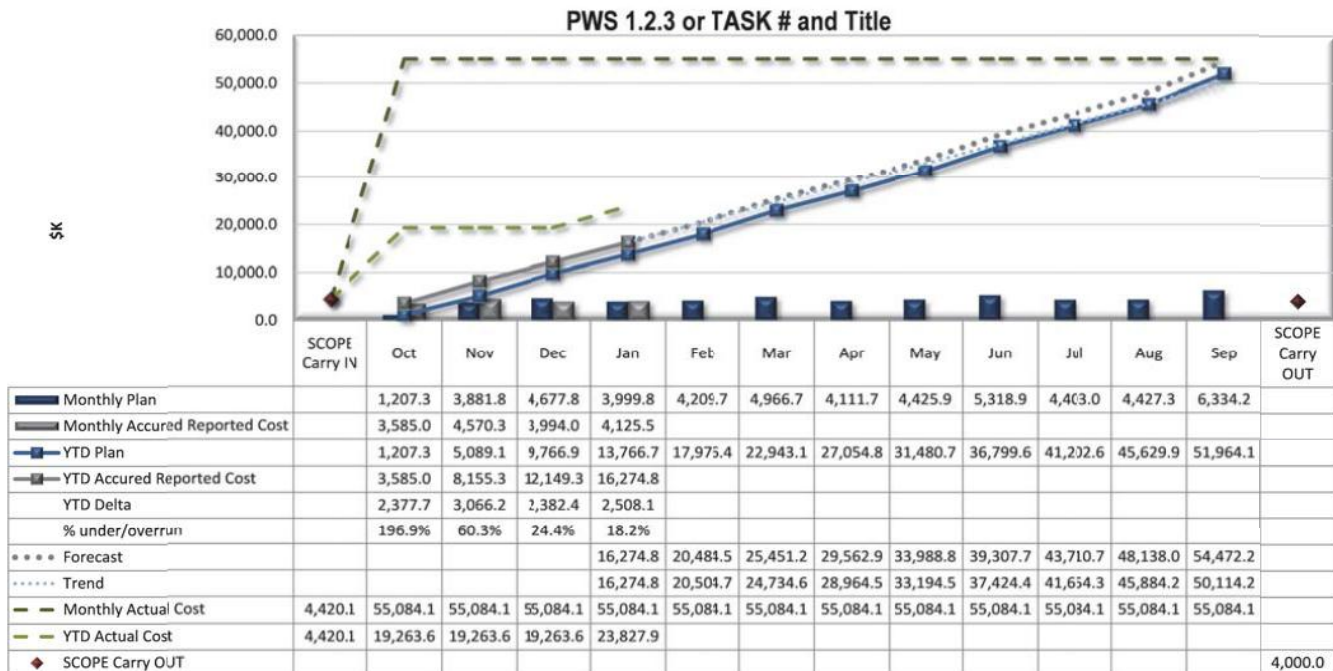
Monthly Management Status Review

3. DR Number Page Date Rev.

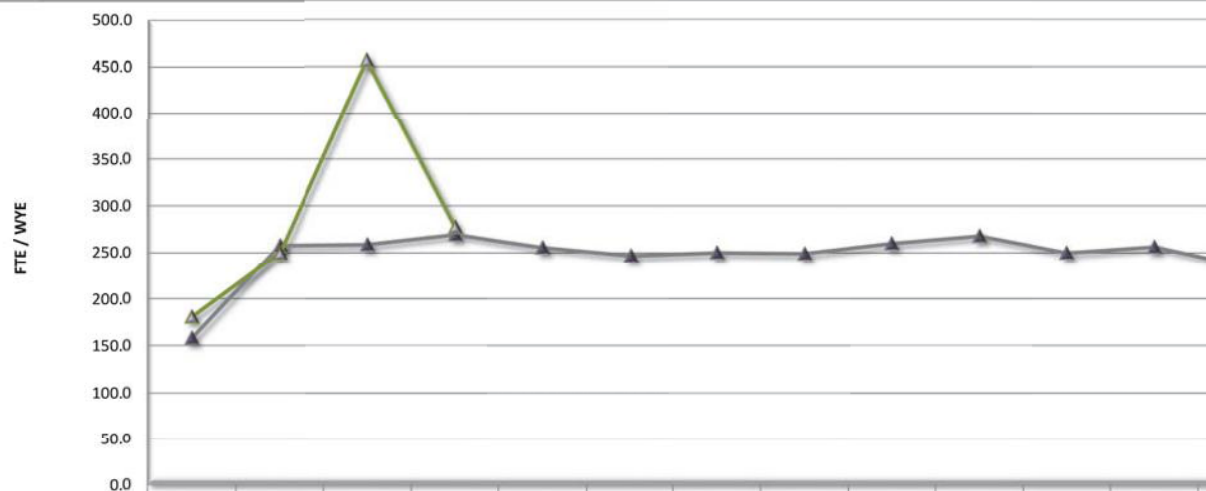
PC07-1.1 Page 3 of 3

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information: Financial Resources Review Sample



Variance Explanation:
INPUT HERE!





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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Data Deviation Request

3. DR Number Page Date Rev.

PC08-1.1 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

1

5. Frequency of Submission:

AR

6. Distribution:

DA00

7. Initial Submission:

Upon occurrence

8. As of Date:

Upon occurrence

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide an instrument for Contractor to deviate from established contractual requirements as outlined in Attachment J-2, Data Requirements Description.

10. Reference:

Attachment J-2, Data
Requirements Description

11. Preparation Information:

The request shall contain, at a minimum, the following information:

1. Deviation Request Number
2. Contract Number
3. Contractual document number against which the deviation is requested
4. Applicable equipment affected, if required
5. Impact on contract performance
6. Detailed description and justification for deviation
7. Supporting data
8. Remarks as necessary



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Patent Application Notice

3. DR Number Page Date Rev.

PC09-1.1 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

AR

6. Distribution:

DA00

CA00

7. Initial Submission:

Upon Contractor's intention to file a patent application that discloses classified subject matter of the contract.

8. As of Date:

n/a

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To inform the Contracting Officer of the Contractor's intent to file a patent application which discloses a subject invention

10. Reference:

FAR 52.227-10, NFS

1852.227-11, NFS

1852.227-70

11. Preparation Information:

This Data Requirement Document (DRD) establishes the requirement for the preparation of a notice covering proposed patent applications dealing with subject inventions developed under the contract, and/or classified information as defined in FAR 52.227-10, Filing of Patent Applications -- Classified Subject Matter; NASA FAR Supplement 1852.227-70, New Technology; and/or classified subject matter of the contract as defined in NASA FAR Supplement 1852.227-11, Patent Rights - Retention by the Contractor



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Patent, Copyright, and Infringement Report

3. DR Number Page Date Rev.

PC10-1.1 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

AR

6. Distribution:

DA00

CA00

7. Initial Submission:

Upon notice or claim of patent or copyright infringement occurs

8. As of Date:

n/a

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To inform the Chief Counsel and Contracting Officer of suspected infringements on patents and copyrights.

10. Reference:

FAR 52.227-2, Notice and Assistance Regarding Patent and Copyright Infringement

11. Preparation Information:

This Data Requirement Description (DRD) establishes the requirements for the preparation of a report covering each notice or claim of patent or copyright infringement based on performance of the contract as required by FAR 52.227-2, "Notice and Assistance Regarding Patent and Copyright Infringement."



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Advance Subcontract Notification

3. DR Number Page Date Rev.

PC11-1.3 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

AR

6. Distribution:

DA00

7. Initial Submission:

n/a

8. As of Date:

See #9 - Use

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide the SSC Procurement Office with Advance Notification of proposed subcontracts.

Procurements between \$25,000-\$99,999, provide 2 days advance notification prior to placement of subcontract.

10. Reference:

FAR 52.244-2

11. Preparation Information:

The Contractor shall submit written, advance notification in accordance with FAR 52.244-2. The purchase request number shall be referenced in the notification.



National Aeronautics and
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Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Davis Bacon Report	3. DR Number Page Date Rev. PC12-1.3 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: QU- Davis-Bacon Payroll SA- Department of Labor (DOL) Enforcement Report
6. Distribution: DA00	
8. As of Date: 10 days after reporting period*	7. Initial Submission: * QU - 7 days following each quarter from contract start date * SA - October 1st – March 31st April 1st – September 30th

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide information on Davis-Bacon subcontractors' certified payroll and to report Davis-Bacon violations.	10. Reference: Davis-Bacon Act (40 U.S.C. 276a-7), Copeland Act (40 USC 276 c), and 29 CFR Part 3, FAR 52.222-6
--	--

11. Preparation Information:

The Contractor shall, in accordance with the provisions of the Davis-Bacon Act, deliver to NASA the Davis-Bacon subcontractors' certified payroll on a quarterly basis and a DOL Semi-Annual Enforcement Report.

Subcontractors' certified payroll adheres to the provisions of the Davis-Bacon Act. Required information should be captured as set forth in the Department of Labor's Semi-Annual Enforcement Report, most recent revision (see Page 2 of this DR for a sample format.) Davis-Bacon Act violations shall be reported.



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Subcontract Reports	3. DR Number Page Date Rev. PC13-1.3 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: SA Individual Subcontracting Report (ISR) AN Summary Subcontract Report (SSR)
6. Distribution: DA00	See 11, Submission Requirements
8. As of Date: See #11, Submission Requirements	7. Initial Submission: See 11, Submission Requirements

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide NASA a basis for evaluation and extent of subcontracts program involving small business concerns.	10. Reference: FAR Part 19.704 FAR 52.219-9 NFS 1819.7 NFS 1852.219-75
--	--

11. Preparation Information: This Data Requirement Description (DRD) establishes the requirements for the preparation of the following subcontract reports: (1) semi-annual ISR subcontracting report for individual contracts; and (2) SSR summary subcontract report. SUBMISSION REQUIREMENTS ISRs and SSRs are to be submitted using the Electronic Subcontracting Reporting System (eSRS) (http://www.esrs.gov). 1. ISR - to be submitted on the last day of each month following the close of each semi-annual reporting period. A report is also required for each contract within 30 days of contract completion. 2. SSR - to be submitted annually for the twelve month period ending September 30. Reports are due no later than 30 days after the close of each reporting period.



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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Purchasing and Subcontracting Metrics

3. DR Number Page Date Rev.

PC14-1.3, Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

AN- Use of Consolidated Contracts

AN- Acquisition Activity

6. Distribution:

DA00 - Marvin Horne

7. Initial Submission:

Within 7 days following close of each contract year from contract start date

8. As of Date:

n/a

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To be used by NASA to track the progress of using consolidated contracts on a center-wide or government-wide basis and workload indicators on an annual basis.

10. Reference:

n/a

11. Preparation Information:

The Contractor will be required to report:

1. Statistics regarding purchase orders or subcontracts, including modifications, placed against any NASA contracts or other Government-wide contracts, for example, General Services Administration (GSA) orders, Science and Engineering Workstation Procurements (SEWP) at Goddard Space Flight Center, etc.
2. Cumulative acquisition activity to include:
 - a. Total amount of dollars spent in acquisitions
 - b. Total number of acquisitions
 - c. Total number of line items processed
 - d. Total amount of dollars placed in each Level identified in WBS Section 1
 - e. Total number of acquisitions in each Level identified in WBS Section 1
 - f. Total number of line items processed in each Level in WBS Section 1
 - g. Average number of days orders placed for each Level identified in WBS Section 1
3. A listing of all orders, including modification, placed against NASA Center-Wide Contracts or government-wide contracts with associated dollar amounts. Identify specific contractor, contract number, and location.



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Consent to Subcontract	3. DR Number Page Date Rev. PC15-1.3 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: AR
6. Distribution: DA00	
8. As of Date: See #9, Use	7. Initial Submission: n/a

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: The Contractor shall submit consent to subcontract file documentation for all subcontracts and purchase orders in excess of \$100,000.00 or on a cost reimbursement type, T&M, or labor hour basis.	10. Reference: FAR 52.244-2
--	--------------------------------

11. Preparation Information: This Data Requirement Description (DRD) establishes the requirements for the submission of consent to subcontract file documentation of any proposed subcontract as defined in the above-referenced clause. The purchase request number shall be referenced in the notification.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Contractor Purchasing Manual

3. DR Number Page Date Rev.

PC16-1.3 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

1

5. Frequency of Submission:

RT

6. Distribution:

DA00

7. Initial Submission:

NLT Last Day of Phase-In

8. As of Date:

n/a

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To evaluate the efficiency and effectiveness with which the Contractor spends Government funds and complies with Government policy when subcontracting.

10. Reference:

FAR 44.3, NFS 1844.3

11. Preparation Information:

The policies and procedures for the Contractor's Government-approved, Government-accessible purchasing system shall be in accordance with FAR 44.3 and NFS 1844.3 and shall contain at a minimum:

1. Business practices
2. Organization description
3. System description
4. Procurement processes
5. Subcontracting processes
6. Security
7. Closeout procedures



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Reportable Metrics

3. DR Number Page Date Rev.

PC17-1.1 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

MO

6. Distribution:

DA00

BA00

7. Initial Submission:

90 days after contract start date

8. As of Date:

10/1

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To establish Performance Work Statement (PWS) trends.

10. Reference:

11. Preparation Information:

The Contractor shall provide data of actual work performed to correlate with the workload indicators identified in the PWS. This information shall be presented on a monthly basis and identify the trend utilizing a graphical depiction. The Government may request this information at anytime or update the requested data as needed.

At a minimum, the information shall include significant events/accomplishments, problems/resolutions, and outstanding issues/incentives.



National Aeronautics and
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Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Strike Plan	3. DR Number Page Date Rev. PC18-1.1 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: RT
6. Distribution: DA00	
8. As of Date: n/a	7. Initial Submission: No later than 60 days preceding the phase-in start date. Changes to the plan shall be submitted to the Procuring Contracting Officer within 45 days of occurrence.

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To establish the Contractor's operations and procedures in the event of a strike.	10. Reference: n/a
--	-----------------------

11. Preparation Information: The Contractor shall develop and maintain a strike contingency plan that establishes procedures to cope with labor disputes among its workforce.
--



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Capability Handbooks	3. DR Number Page Date Rev. PT01-4.2 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: AN
6. Distribution: Approval: PA00, AS60 Distribution:EA00, RA00, TA00	7. Initial Submission: Submit for Approval within 30 days after contract start date
8. As of Date: October 15th	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: Updated / current TFCH and create / update MFCH shall provide overall test complex and manufacturing capabilities for: Customer outreach, Project planning, Project communication with potential customers, technical assessments, and rocket testing training / expertise.	10. Reference: PWS Section 4.0 STD-8080-0013
--	--

11. Preparation Information:
1. Receive the latest TFCH from tech-doc and records management
 2. Update the (Latest revision), Test Facilities Capability Handbook (TFCH) with configuration or capability changes.
 3. Create a Manufacturing Facility Capability Handbook (MFCH)
 4. Route / obtain approval from the EA00 and AS60 organizations.
 5. Upload and archive into Tech-doc and records management.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Quality Assurance Management Plan

3. DR Number Page Date Rev.

RA01-3.2 Page 1 of 2

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

AN
AR

6. Distribution:

QA00
RA00
QD10

7. Initial Submission:

Within 15 days of contract start

8. As of Date:

10th

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To define the Contractor's approach to assuring delivery of quality products, material, and services throughout all phases of the contract performance.

10. Reference:

NPD1280.1
NPD 8730.5
MPR 1280.1, SPR 1280.1
ANSI/ISO/ASQ Q9001:2008
AS 9100 SAE9100

11. Preparation Information:

The Contractor shall prepare and submit a Quality Assurance Management Plan (QAMP) which identifies the methods and processes the Contractor will use to assure delivery of quality products, material, and services throughout all phases of the contract performance.

The QAMP shall:

1. Describe the Contractor's approach to ensure the quality assurance management system fully addresses all test and manufacturing support activities, operations, and site services provided by the Contractor.
2. Describe the Contractor's approaches and processes to assuring compliance with applicable sections of American National Standards Institute (ANSI) American Society for Quality (ASQ) ANSI/ISO/ASQ Q9001:2008, Quality Management Systems Requirements, AS 9100 SAE9100, Quality Management Systems – Aerospace – Requirements, the MSFC Management System, and the SSC Management System.
3. Describe the procedure for continually monitoring, identifying, and correcting deficiencies and shall describe the Contractor's method (e.g., 100% inspection, planned sampling, random sampling, customer complaints, incidental inspections) to determine whether performance requirements in the core and IDIQ tasks are met.
4. Describe whether measurements of performance are subjective or objective and shall identify the quality, quantity, and timeliness of the services to be provided.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Quality Assurance Management Plan

3. DR Number Page Date Rev.

RA01-3.2 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

5. Describe the Contractor's self-evaluation process for assuring the quality of the services and products provided.
6. Describe the Contractor's process for obtaining and utilizing feedback from customers/tenants to continually evaluate the quality of services and products provided.
7. Describe the Contractor's approach and processes to assure that when any work performed by the Contractor in areas or on equipment / systems that interface with flight hardware; the work performed by the Contractor will not compromise the quality of the area or equipment/system that interfaces with flight hardware production.
8. Describe the quality management functions within the organization including the process through which management decisions will be made.
9. Describe the responsibility, authority and accountability of quality personnel.

APPLICABLE DOCUMENTS: See PWS Section 3.0



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Quality Assurance Management Plan (QAMP) Quarterly Summary Report	3. DR Number Page Date Rev. RA02-3.2 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: QU
6. Distribution: QA00 RA00 QD10	
8. As of Date: 10th	7. Initial Submission: Within 10 calendar days following the end of the first contract quarter

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide details of quality control activities performed each quarter.	10. Reference: NPD1280.1 NPD 8730.5 SPR 1280.1 ANSI/ISO/ASQ Q9001:2008 AS 9100 SAE9100
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11. Preparation Information:
The Contractor shall prepare and submit a QAMP Quarterly Summary Report which details the quality control activities performed each quarter.

The Report shall:

1. Describe in detail the internal quality inspections, surveillances, audits, etc. performed including trend analysis and data conclusions.
2. Detail the internal quality inspections/audits performed versus scheduled.
3. Describe in detail the internal corrective actions investigation(s) initiated, status of the investigation(s), and implementation of corrective actions.
4. Detail the summary of internal corrective actions (in-work/closed) for the period and the statues of corrective actions.

APPLICABLE DOCUMENTS: See PWS Section 3.0



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: ISO 9001 Certification Verification	3. DR Number Page Date Rev. RA03-3.2 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: AN
6. Distribution: QA00 QD10	7. Initial Submission: Within 10 days of receiving ISO 9001 certification
8. As of Date: 10th	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide verification of ISO 9001 certification.	10. Reference: MPD 1280.1 SPD 1280.1
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11. Preparation Information:
The Contractor shall submit a copy of the official audit reports validating the ISO certification periodic audits and the annual surveillance audits performed by an ISO 9001 certification/registration body accredited in accordance with ISO 17011.

The report shall include elements audited, findings identified, and any other pertinent information related to the audit.

APPLICABLE DOCUMENTS: See PWS Section 3.0



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Nonconforming Products and Services	3. DR Number Page Date Rev. RA04-3.2 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: MO AD
6. Distribution: QA00 QA00 RA00	7. Initial Submission: Within 30 days after contract start
8. As of Date: 10th	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide a list of nonconforming products and services.	10. Reference: SPR 8730.1
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11. Preparation Information: The Contractor shall prepare and submit a list of nonconforming products and services. The list of nonconforming products and services shall contain at a minimum: 1. Corrective Action Type (ex. Supplier Corrective Action Report (SCAR), Problem Report (PR)) 2. Tracking Number - this is the number assigned to the corrective action 3. Description of Discrepancy 4. Status of Discrepancy - identified as OPEN or CLOSE 5. Date Discrepancy was OPENED and/or CLOSED 6. Detailed Status of OPEN Discrepancy APPLICABLE DOCUMENTS: See PWS Section 3.0 FORMAT: The list shall be submitted electronically using Microsoft Office software (i.e., MS Word or MS Excel).
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National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Foreign Object Damage/Debris (FOD) Prevention Plan

3. DR Number Page Date Rev.

RA05-3.7 Page 1 of 2

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

AR

6. Distribution:

Per Contracting Officer's letter

7. Initial Submission:

90 days after contract start

8. As of Date:

15/1

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

The Foreign Object Damage/Debris (FOD) Prevention Plan establishes the planning and processes to be used for the Michoud Operations Foreign Object Elimination (FOE) Program. The purpose of the program is to prevent Foreign Object Damage/Debris (FOD) by eliminating or controlling foreign objects in the workplace.

10. Reference:

11. Preparation Information:

The Foreign Object Damage/Debris (FOD) Prevention Plan shall contain information consistent with current approved practices currently in place at MAF. The plan shall address as a minimum the following:

1. Designation of a responsible individual to serve as an overall MAF FOD point of contact
2. Establishment of a FOD Council to ensure communication of common concerns and lessons learned
3. Cross contamination potential for multiple programs using common manufacturing areas/facilities, laboratories, ground support equipment, and handling hardware.
4. Definition and/or establishment of cleanliness level acceptance limits and verification methods.
5. Cleaning, inspection, and re-certification methodology and frequency for FOD controlled areas.
6. Control of equipment capable of producing combustible products within a building.
7. Debris control during performance of work (maintenance, construction, etc.), to prevent debris from spreading into adjacent areas or accumulating in the work area itself.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Foreign Object Damage/Debris (FOD) Prevention Plan

3. DR Number Page Date Rev.

RA05-3.7 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

8. Establishment and monitoring of FOD prevention controls for cranes and other transportation equipment used in multiple areas
9. Retention of FOD control data
10. Personnel and subcontractor training requirements



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Safety and Health Plan

3. DR Number Page Date Rev.
SA01-3.0 Page 1 of 4

SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: RT
6. Distribution: QA00 RA00 QD10	7. Initial Submission: Within 15 days of contract start
8. As of Date: N/A	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To describe a safety and health plan for the protection of personnel, equipment, and facilities.	10. Reference: 29 CFR 1910, 1926 MPR 8715.1 SPR 8715.1
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11. Preparation Information:

The Contractor shall prepare and submit a Safety and Health Plan that describes the Contractor's methods of planning, implementing and controlling industrial safety and occupational health requirements to assure compliance with the applicable NASA SHE program requirements.

The Contractor's Safety and Health Plan shall be written specifically for the work to be performed at the Center over the duration of this contracted effort. The plan shall provide a clear description of the contractor's approach for ensuring the work performed by the Contractor is in full compliance with Federal, State, NASA, Center-specific SHE-related requirements, Center Core Program Requirements (CPRs), and the Center Quality Management System while implementing each of the following Center Safety, Health, and Environmental (SHE) CPRs at their worksite. (NOTE 1: A contractor's corporate SHE plan is not considered as written specifically for the work to be performed under this contracted effort at the Center and will not be considered by the Center as fulfilling this DRD requirement.) (NOTE 2: Contractors shall maintain documentation where required for any subelement of the CPRs and provide to the Government, upon request.) (NOTE 3: The Government reserves the right to periodically inspect Contractor worksite with or without prior notice to the Contractor.) (NOTE 4: The Government assumes no liability or responsibility for the Contractor's compliance or non-compliance with any Federal, State, NASA or Center specific requirements or regulations.) (NOTE 5: Fines and additional costs for violations levied against the Contractor as a result of OSHA findings, and/or installation safety, health or environmental are the sole responsibility of the Contractor and cannot be passed through to the Government.) (NOTE 6: The Contractor is responsible for the safety and health of all subcontractor employees directly supporting the Contractor over the duration of this contracted effort.)



Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Safety and Health Plan

3. DR Number Page Date Rev.

SA01-3.0 Page 2 of 4

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

1. CPR 1 - Management Leadership and Employee Involvement:

- a. Provide a visible management commitment, policy and culture that value the safety and health of employees.
- b. Provide safe and healthful working conditions that are free from recognized hazardous conditions and free from incidents and injuries.
- c. Protect Center property and the environment over the duration of this contracted effort.
- d. Encourage employees to participate, be involved and engaged in their SHE Program.
- e. Hold managers and employees accountable and to understand their roles and responsibilities in their SHE Program.
- f. Evaluate the safety performance of subcontractors/teammates prior to their selection, when applicable.
- g. Flow down requirements and responsibilities contained in this contract to subcontractors/teammates over the duration of this contracted effort, when applicable.
- h. Provide SHE meetings and awareness training to their employees monthly and document.
- i. Perform self-evaluations of their SHE Program to determine its effectiveness. This includes obtaining feedback from employees for their perspective of the SHE Program.
- j. Maintain the SHE plan current with contract, NASA and Center requirements, review and update as necessary.
- k. Provide the identification, by title, of the individual assigned by the Contractor to be responsible to implement their SHE program elements at the Center and is designated to serve as the day-to-day SHE Point of Contact (POC) for this contracted effort.

2. CPR 2 - Worksite Analysis:

- a. Evaluate work areas and operations to identify hazardous conditions. Implement appropriate control measures to eliminate, reduce or control hazardous conditions to an acceptable safe working level. Reevaluate the work area or operation when significant changes are made to verify that existing control measures are still effective in controlling the hazardous conditions. Document this evaluation. (NOTE: This also includes evaluating health conditions to identify and prevent an occupational disease.)
- b. Perform monthly worksite safety inspections and safety visits, and document these inspections.
- c. Encourage employees to report any conditions that they feel are hazardous or unsafe without the fear of reprisal from management.
- d. Report all mishaps and close calls that occur in support of this contracted effort and investigate to the extent necessary to determine the proximate or root cause(s), develop and implement corrective actions, and track to closure. (NOTE: See DRD SA05-3.1, Mishap and Safety Statistics Report)
- e. Perform post-mishap drug and alcohol testing when the initial mishap investigation provides reason to believe an employee's actions or failure to perform a required action is reasonably suspected of having caused or contributed to causing the mishap. (See NPR 3792.1, NPR 8621.1)



Data Requirement (DR) Continuation Sheet

2. Title: Safety and Health Plan	3. DR Number Page Date Rev. SA01-3.0 Page 3 of 4
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

3. CPR 3 - Hazard Prevention and Control:

- Provide a management level review for operations and tests identified as hazardous or safety critical prior to their startup.
- Perform work activities in full compliance with EPA, OSHA, NASA, and the Center's SHE-related documented programs listed in the PWS that contain Center specific requirements and are identified or referenced as applicable to this contracted effort. (NOTE 1: Compliance with all Federal, State, and local laws, the Occupational, Safety and Health Act (Public Law 91-596) and the resulting standards, OSHA Standards 29 CFR Parts 1910 and 1926 for the protection of Contractor employees is exclusively the obligation of the Contractor.)
- Implement an emergency management program at the worksite for all types of emergencies that can occur during this contracted effort (e.g., fire, chemical spill, accidents, and natural disasters). (NOTE: In the event of an emergency call 911 and inform the operator you are located at the Center and provide a location, such as a building number or street name.)
- Provide safety, health, and environmental services at the worksite that are applicable to this contracted effort.
- Provide fall protection to employees when they are required to perform work on elevated surfaces with unprotected sides or edges and the potential exists for them to fall to the next lower level, when applicable.

4. CPR 4 - Safety, Health and Environmental Training:

- Provide training to employees so that they are informed, knowledgeable and are able to identify and recognize hazardous conditions in the workplace and the signs and symptoms of workplace-related illnesses, understand the safe work practices and procedures to be used in the workplace, and are empowered and authorized to "stop or halt" any activity when they have reason to suspect the activity is being performed in an unsafe or unhealthy manner, and document this training was provided.
- Communicate to employees the contractor's disciplinary policy/program, so that each employee fully understands the actions that can be taken when an employee is discovered not following safety, health, and environmental policies, procedures and rules, and disciplinary actions are warranted, and how the contractor's disciplinary policy/program is flowed-down to subcontractors/teammates over the duration of this contracted effort, when applicable, and document this training was provided.
- Evaluate operations/jobs to identify the specific training required by OSHA and Center, and provide the specific training to the employees prior to them performing the operation/job, and document this evaluation.
- Provide Center SHE Certification(s) to employees when required by the Center to operate specific equipment, machinery/system, or to perform a safety critical or hazardous operation in support of this contracted effort, when applicable.
- Provide the Center's "mandatory or required" SHE-related training to each employee and supervisor, as applicable, and document this training was provided.
- Provide contractor developed training when used in lieu of Center training for a Center SHE Certification(s) to the Contracting Officer for approval prior to its use.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Safety and Health Plan

3. DR Number Page Date Rev.

SA01-3.0 Page 4 of 4

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

5. CPR 5 - Environmental Management System: A description of how the contractor ensures compliance with environmental federal, state, and local laws and regulations.

APPLICABLE DOCUMENTS: See PWS Section 3.0

FORMAT: The contractor's Safety and Health Plan is to be written in a format that follows the order of the Center's SHE CPRs as they are shown above or the contractor is to provide a Matrix that clearly links where each Center SHE CPR sub-element is adequately addressed in the contractor's Safety and Health Plan. The contractor's Safety and Health Plan that is submitted in accordance with this DRD shall be written specifically for the work being performed by the contractor in support of this contracted effort.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Safety and Health Awareness Annual Plan	3. DR Number Page Date Rev. SA02-3.0 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: AN AR
6. Distribution: QA00 RA00 QD10	
8. As of Date: 10th	7. Initial Submission: Within 60 days of contract start

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To describe a safety and health awareness plan for both Centers.	10. Reference: NPR 8715.1 MPR 8715.1 SPR 8715.1
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11. Preparation Information:
The Contractor shall prepare and submit a Safety and Health Awareness Annual Plan.

The plan shall describe how the Contractor plans to implement a site-wide safety and health awareness program at each Center. The plan should aim to motivate all Center employees, striving for a mishap-free and healthy work environment through the use of products such as posters, announcements, newsletters, videos, etc. All products shall be technically correct, grammatically correct, and free of spelling errors. The Contractor shall include in the plan specific details on:

1. How frequent the signage and slogan boards will be updated
2. Topics and ideas for NASA Safety and Health Observance Day
3. Promoting Hurricane Season Preparedness



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Contractor Safety and Environmental Health Program Annual Self-Evaluation Report

3. DR Number Page Date Rev.
SA03-3.0 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

AN

6. Distribution:

QA00

RA00

QD10

7. Initial Submission:

8. As of Date:

See #7, Initial Submission

1) Draft Self-Evaluation due December 15th of each year

2) Final Self-Evaluation due January 10th of each year

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide the Government with a copy of the self-evaluation of the Contractor's Safety and Environmental Health Program.

10. Reference:

NPR 8715.3

11. Preparation Information:

The Contractor shall prepare and submit an annual self-evaluation report for each Center.

The draft self-evaluation shall be submitted during the year of the evaluation period. The final self-evaluation shall be submitted the following year of the evaluation period. For example, if the period is January - December 2015, the draft is due December 15, 2015 and the final is due January 10, 2016.

The report shall be prepared using the template provided by OSHA Voluntary Protection Program (VPP) and contain all elements and requirements of the OSHA VPP reporting as found on the osha.gov website each year. The draft self-assessment shall contain all elements of OSHA VPP requirements except for the total number of hours worked, total number of employees, TCIR, and DART rates. The final self-assessment shall contain all information.



Data Requirement (DR)

2. Title: Risk Management Plan and Report	3. DR Number Page Date Rev. SA04-3.1 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AR
6. Distribution: QA00 QD10	
8. As of Date: See #7, Initial Submission	7. Initial Submission: Within 60 days after contract start

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To ensure all risks are identified, captured, managed, and communicated consistently across the Centers.	10. Reference: SPR 7120.1 SPR 8739.1 MWI 7120.6
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11. Preparation Information: The Contract shall prepare and submit a Risk Management Plan and Report. The Risk Management Plan shall formally define the organization's approach to conducting risk management including the organization's risk management strategy: organizational structure, software risk management, relationships and responsibilities for managing risk; guidelines and policies regarding processes, metrics and tools for executing and communicating an integrated risk management methodology; and the risk management resource investments required. The Risk Management Report shall include at a minimum: 1. Top Risk Report 5x5 Probability - Impact Diagram 2. Top Risk List with Risk Title 3. Detailed Risk Statement 4. Risk Owner 5. Watch List FORMAT: The list shall be submitted electronically using Microsoft Word.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Mishap and Safety Statistics Report

3. DR Number Page Date Rev.

SA05-3.1 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

AR
MO

6. Distribution:

QA00
QD10/MAF
QD12/MSFC

7. Initial Submission:

AR - Within 24 hours of all mishaps and close calls
By the 10th of each month after contract start

8. As of Date:

See #7, Initial Submission

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide initial and follow-up reporting of mishaps, close calls, serious non-occupational injuries and illnesses, and contractor monthly safety statistics for contractors physically located at MAF and SSC.

10. Reference:

NPR 8621.1
MWI 8621.1, MPR 8715.1
SPLN-8621-0003, SPR 8715.1
SSP-8715-0001
SCWI-8710-0003

11. Preparation Information:

The Contractor shall submit monthly safety statistics and within 24 hours, record all mishaps and closes calls in the NASA Mishap Information System (NMIS). The Contractor may use SSC Form 1627 for ease of collecting data; however, the official entry is NMIS.

Initial and follow-up mishap reports shall contain all information required by NPR 8621.1, MWI 8621.1, and SPLN-8621-0003, and SCWI-8710-0003. Mishap and Safety Statistics Reports shall include contract number, subcontractors, NAISC codes and the following for the reporting period: number of employees, number of supervisors, hours worked, and number of injuries including days away from work and/or first-aid cases, number of incidents involving equipment or property damage, and number of supervisors and employees up-to-date with required Safety, Health, and Environmental (SHE) Training. (SHE training is only applicable to onsite contracts.) The Contractor shall record and report the Mishap and Safety Statistics for each site, separately.

APPLICABLE DOCUMENTS: See PWS Section 3.0

FORMAT: All information shall be submitted electronically in IRIS.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Industrial Hygiene Program Annual Plan	3. DR Number Page Date Rev. SA06-3.3 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: AN
6. Distribution: RA00 QA00 QD10	
8. As of Date: 10th	7. Initial Submission: Within 30 days after contract start

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide an annual plan of Industrial Hygiene activities that must be accomplished to meet the requirements of the PWS.	10. Reference: NPD 1820.1 NPR 1800.1 OSHA Requirements 29 CFRs 1910, 1926, 1960
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11. Preparation Information:
- The Contractor shall prepare and submit an annual plan to describe the activities to be accomplished to meet the Industrial Hygiene (IH) requirements and establish metrics for tracking performance against the plan.
- The annual plan shall be written to identify annual program needs, as well as goals and objectives for key IH programs. The key IH programs include, but are not limited to, Asbestos, Bloodborne Pathogens, Chemical Hygiene, Ergonomics, Hazard Communication, Hearing Conservation, Indoor Air Quality, Isocyanates, Lead, Noise, Reproductive and Developmental Health, Ventilation, and Respiratory Protection. A minimum of two measures of effective performance (including at least one quantitative) shall be established for each IH program.
- The annual plan shall include an Exposure Assessment Program. The Exposure Assessment Program section of the plan shall include an inventory of Similar Exposure Groups (SEGs), exposure assessment needs, and an exposure assessment schedule. The Exposure Assessment Program shall conform to the guidance of "A Strategy for Assessing and Managing Occupational Exposures" published by the American Industrial Hygiene Association, or other recognized professional industrial hygiene protocol determined to be acceptable by the NASA performance monitor.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Industrial Hygiene Program Annual Plan

3. DR Number Page Date Rev.

SA06-3.3 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

The annual plan shall include a section to describe the Routine Asbestos Monitoring Program (RAMP). Routine asbestos surveillance air monitoring shall be performed in Buildings 1000, 1100, 1200, 2101, and 2201. A written report shall be generated to document the results of the asbestos surveillance air monitoring. The report shall be posted on the Industrial Hygiene web page annually by August 1. The report shall include, but is not limited to, a short description of the program including the buildings from which the samples were taken, the sampling method (e.g NIOSH Method 7400), the allowable limit, and tables (one table per building) that list the sample results. At a minimum, the columns of each table shall include sample number, date, location/room, and the results.

APPLICABLE DOCUMENTS: See PWS Section 3.0

FORMAT: The plan shall be submitted electronically.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Industrial Hygiene Program Quarterly Report	3. DR Number Page Date Rev. SA07-3.3 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: QU
6. Distribution: RA00 QA00 AS50	7. Initial Submission: Within 10 calendar days following the end of the first contract quarter
8. As of Date: 10th	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide a quarterly report of progress achieving the goals and objectives of the Industrial Hygiene (IH) Program Annual Plan.	10. Reference: NPR 1800.1
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11. Preparation Information:

The Contractor shall prepare and submit a quarterly report describing the progress of achieving the goals and objectives of the Industrial Hygiene Program Annual Plan.

The quarterly report shall include a summary of progress towards meeting the goals and objectives of the Industrial Hygiene Program Annual Plan, including a comparison of actual performance against established performance metrics. The report shall include an Exposure Assessment Program section which shall include the results and analysis of all exposure assessments performed for the quarter, an evaluation of the effectiveness of exposure controls, including personal protective equipment, and any recommendations for improving health and safety.

The 4th quarterly report shall include the quarterly required information as well as the following:

- 1) A written evaluation and analysis which identifies the IH Program's strengths, weaknesses, and recommendations for improvement(s).
- 2) The completed NASA Headquarters IH Program questionnaire.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Food Service Sanitation Inspection Report	3. DR Number Page Date Rev. SA08-3.3 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: QU
6. Distribution: RA00 QA00 AS50	
8. As of Date: 10th	7. Initial Submission: Within 30 days after contract start

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To document the status of food service sanitation at NASA facilities.	10. Reference: NPR 1800.1 Mississippi and Louisiana State Board of Health, Food Service Sanitation
--	--

11. Preparation Information: The Contractor shall prepare and submit a quarterly report documenting the results of the monthly food service sanitation inspections. The written report shall include monthly results of inspections conducted at food service facilities at the following: 1) SSC - Buildings 1100, 2201, 1002, Food Trucks (if applicable), and the Cypress House; NAVOCEANO Safety Office shall receive a copy of building 1002 report; and 2) MAF - Buildings 102 and 351 The report shall include a summary of food service results, deficiencies, and related comments. The deficiencies corrected shall be noted in the net quarterly report. Any deficiencies that present imminent danger to life or health shall be corrected or the facility shall be closed immediately. APPLICABLE DOCUMENTS: See PWS Section 3.0



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Health Physics Program Annual Plan

3. DR Number Page Date Rev.

SA09-3.3 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

1

5. Frequency of Submission:

AN

6. Distribution:

RA00

QA00

AS50

7. Initial Submission:

Within 30 days after contract start

8. As of Date:

10th

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide an annual plan of Health Physics activities that must be accomplished to meet the requirements of the PWS.

10. Reference:

Regulations for Control of
Radiation in Mississippi
OSHA Requirements
29 CFR 1910
29 CFR 1926

11. Preparation Information:

The Contractor shall prepare and submit an annual plan to describe the activities to be accomplished to meet the Health Physics (HP) requirements and establish metrics for tracking performance against the plan.

The annual plan shall identify annual program needs, goals and objectives for the HP program. A minimum of two measures of effective performance shall be established (including at least one quantitative measure). The Plan shall include an inventory of all radiation (ionizing and nonionizing) sources identified at each Center.

The Plan shall include an audit plan to ensure activities involving the use of radiation sources meet applicable Federal, State, and local regulatory requirements. All tenants, residents, and contractors who possess radiation sources shall be audited using a standardized form that will effectively measure if radiation sources and the owners/custodians of the sources are in compliance with applicable Federal, State, and local regulatory requirements.

APPLICABLE DOCUMENTS: See PWS Section 3.0



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Health Physics Program Quarterly Report

3. DR Number Page Date Rev.

SA10-3.3 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

QU
AD

6. Distribution:

RA00
QA00
AS50

7. Initial Submission:

Within 10 calendar days following the end of the first contract quarter

8. As of Date:

See #7, Initial Submission

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To provide a monthly report of progress achieving the goals and objectives of the Health Physics (HP) Program Annual Plan.

10. Reference:

NPD 1820.1
NPR 1800.1
Regulations for Control of
Radiation in Mississippi
OSHA Requirements

11. Preparation Information:

The Contractor shall prepare and submit a quarterly report describing the progress of achieving the goals and objectives of the Health Physics Program Annual Plan.

The quarterly report shall be a summary of progress towards meeting the goals and objectives of the Health Physics Annual Program Plan, including a comparison of actual performance against established performance metrics. This comparison shall be documented in a table that clearly identifies actual versus established metrics. The report shall include any additions or deletions to the radiation source inventory and the results of any audit activities for the quarter.

The 4th quarterly report shall include the quarterly required information as well as the following:

1) A written evaluation and analysis which identifies the HP Program's strengths, weaknesses, and recommendations for improvement.

2) The completed NASA Headquarters HP Program questionnaire.



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Pressure Vessel/Systems Inspection Annual Plan and Report

3. DR Number Page Date Rev.

SA11-3.5 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

1

5. Frequency of Submission:

AN

AR

6. Distribution:

QA00

AS60

7. Initial Submission:

Pressure Vessel Inspection Annual Plan: Within 60 days after contract start;
August 1st thereafter

8. As of Date:

See #7, Initial Submission

Pressure Vessel Inspection Annual Report: August 1st.

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

To comply with requirements for strength and fatigue analysis, test and structural assessment for pressure vessels and associated equipment.

10. Reference:

NPD 8710.5

NASA STD-8719.17

MPR 8823.2 (MAF Only)

SPR 1740.1 (SSC Only)

11. Preparation Information:

The Annual Pressure Vessel Inspection Plan and Report (APVPR) shall be prepared in accordance with the applicable documents listed below. The plan shall identify the organization responsible for structural analyses, test and assessment task; define satisfactory results; and include a schedule for inspections and certifications.

MAF Only: The plan shall identify components that require test and frequency of that test, components that require design verification test and proof test, specify appropriate test levels and environments, and state the means for conducting those test. The annual inspection report shall document the Contractor's performance to schedule, the result of the inspections and test required to be performed in accordance with NPD 8710.5 and MPR 8823.2, including analysis of results and mitigation plans with cost estimates. The annual inspection report shall include a projection of costs for the following years tests.

SSC Only: The Annual PVS Inspection Plan and Report shall be prepared in accordance with the applicable documents defined below. The APVPR shall provide a list of completed certifications of pressure vessels and piping. The APVPR shall include a copy of the executive summary from each certification report. For pressure system components, the APVPR shall identify components that require test and frequency of that test, components that require design verification test and proof test, specify appropriate test levels and environments, and state the means for conducting those test. The annual inspection report shall include a projection of costs for the following years tests.



National Aeronautics and
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Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Bloodborne Pathogens Exposure Control Plan	3. DR Number Page Date Rev. SA12-5.4 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: QU
6. Distribution: Approval: RA50 Distribution: RA50, AS60	
8. As of Date: The 10th of January, April, July, and October	7. Initial Submission: Submit for approval within 30 days after contract start date.

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: Compliance with 29CFR 1910.1030, The Bloodborne Pathogens Control Act	10. Reference: NPR 1800.1C
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11. Preparation Information:
- The Contractor shall initiate / maintain / update / and control the "Bloodborne Pathogens Control Plan" sufficient to comply with the requirements identified in 29CFR 1910.1030.
- The Contractor shall process, maintain, obtain approval, and the control of this plan.
- Format: Microsoft office software suite in report type format.



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Fire Protection Quarterly Report

3. DR Number Page Date Rev.

SA13-5.8 Page 1 of 2

SUBMITTAL REQUIREMENTS

4. Type:

1

5. Frequency of Submission:

QU

6. Distribution:

Approval: RA50

Distribution: RA50, EA00,

AS60

7. Initial Submission:

Submit for Approval within 30 days after contract start date

8. As of Date:

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

This report will be used to help communicate the contractor's status / approach planning / and execution of the Fire Protection services.

Used for assessment discussions and information exchange between internal NASA management and external communications with NASA.

10. Reference:

11. Preparation Information:

The Fire Protection Quarterly Report shall include three (3) sections that include emergency responses, Woodlands Fire Fighting Plan, Daily status log, and Recommendations.

1. Prepare Quarterly Report for Emergency Responses to include building inspections and activities associated with fire, emergency incident, hazardous activity, mutual agreement support, and ambulance services. This report should be updated, reviewed and approved on a quarterly basis. If no changes have occurred in the quarterly period, then a "No Change" indication to the report should be issued.
 - a. Each alarm or emergency call response should be documented and the cause should be investigated.
 - b. The following information should be included: Report number, date, type of incident, location, how alarm received, person reporting, time of alarm, time of response, call list performed, time returned to station, office in charge, apparatus responding, equipment used, description of incident, findings documented, corrective actions taking, and material / equipment expended on the response.
 - c. Format: Electronic File (report format) compatible with Microsoft Office Suite
2. Prepare Woodlands Fire Fighting Quarterly Plan: Contractor shall develop a plan to respond to woodland fires within the fee area and on NASA owned lands within the Buffer zone of SSC. This report should be updated, reviewed and approved on a quarterly basis. If no changes have occurred in the quarterly period, then a "No Change" indication to the report should be issued.
 - a. Identify resources to use in fighting woodland fire and include response activities.



Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Fire Protection Quarterly Report

3. DR Number Page Date Rev.

SA13-5.8 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

- b. Define / describe the command system and responsible personnel to be used in the response.
- c. Identify steps to be taken in the preparation and / or mitigation of woodland fires by quarterly assessments of woodland fire hazards.
- d. Recommendations for improvements shall be provided
- e. Status "fire control burning" and / or fire break activities performed
- f. Describe how training will be accomplished to maintain proficiency and awareness of appropriate personnel.
- g. Format: Electronic File (report format) compatible with Microsoft Office Suite

3. Daily Status Log: The contractor's daily log shall be utilized to extract the following to be included in this DRD. This section of the report should also indicate plans for the upcoming quarter.

Metrics for: Status / quantity / location / findings / observations / updates / replacements / additions

- a. Inspections: buildings, flow and / or suppression system test, extinguishers, motorized apparatus, hoses, ladders, pumps
- b. Drills and exercises: Fire / emergency response / chemical hazard / mutual aid / trouble alarms
- c. Permits: Small Appliances, Flammable Storage Cabinets
- d. Awareness: preventative / pre-fire plan updates, fire evacuation plans updated, events participated in, training received / training provided, equipment status.
- e. Format: Electronic File (table / spreadsheet / or similar) compatible with SSC Microsoft Office Suite

4. Recommendations:

- a. Provide recommendations for the Fire Protection services operational improvements and / or cost reductions.
- b. Log, track, and status recommendations.
- c. Format: Electronic File (table / spreadsheet / or similar) compatible with Microsoft Office Suite



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:

Medical Treatment Status Report

3. DR Number Page Date Rev.

SA14-5.4 Page 1 of 2

SUBMITTAL REQUIREMENTS

4. Type:

3

5. Frequency of Submission:

QU

6. Distribution:

RA50, EA00, AS60

7. Initial Submission:

Submit within 30 days after contract start date

8. As of Date:

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:

This report will be used to help communicate the contractor's status / approach planning / and execution of the medical services at SSC and MAF.

Data shall not include patient identifiers which may be excluded under the Privacy Act.

10. Reference:

NPD 1820.1

NPD 1800.1C

11. Preparation Information:

This DRD establishes the requirements for the preparation and maintenance of records which document the medical activities of the Occupational Health Services (OHS) at the SSC and MAF locations.

The records shall include, but not be limited to, data pertinent to the following areas:

1. Treatment of accidents and job-related illnesses through the use of the OHS clinic and First Aid areas
2. Emergency response support: quantity, company, type of injury, return to work / rested / stabilization method.
3. Examinations and procedures performed by clinic staff
4. Implementation and operation of a preventative medicine and immunization program.
5. Employee health education through the use of posters, films, electronic media, pamphlets, and articles.
6. Development and maintenance of occupational injury / illness program processes. Quantity and names of operational procedures developed for use in the OHS activities.



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Medical Treatment Status Report

3. DR Number Page Date Rev.

SA14-5.4 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

7. Line item listing of all medical transactions by department, organization, agency, company, tenant, visitors with subtotal of each treatment performed. Data shall reflect visits categories
8. Any IDIQ request and work: Should be included in a tabular form indicating the services provided, time frame requested / performed, and any impacts to other contractual items.
9. Electronic File (report format) compatible with Microsoft Office Suite



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Occupational Health Services Pricing Manual and Status Report	3. DR Number Page Date Rev. SA15-5.4 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: AN Medical Services Pricing Manual QU Reports / Charts
6. Distribution: RA00, EA00, AS60	
8. As of Date:	7. Initial Submission: Submit within 30 days after contract start date.

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: This report will be used to help communicate the Contractor's status / approach planning / and execution of the Occupational Health Services (OHS). Medical Manual used to provide programs, tenants, residents, and on-site contractors information to support IDIQ development / request.	10. Reference: NPR 1800.1C
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11. Preparation Information:

1. Prepare and submit an initial Medical Service Pricing Manual. The pricing information should be assessed annually and the manual updated / distributed as required.
 - a. Establish rates for planned services to be provided. (Reference table OHS-01 in attachment J1- Appendix A for services that might be considered)
 - b. Categories to include but not limited to: Tests and Studies, Sick call visits and medications, Shots, Radiology, Laboratory services, Procedures and dressings, Physical examinations, supplies, dispositions.
 - c. Distribute to NASA COR and NASA Medical Technical Monitor
 - d. Provide approximate scheduling of appointment time and result turnaround time for each treatment
 - e. Maintain and control updates to the manual
 - f. Electronic File (report format) compatible with Microsoft Office Suite
2. Prepare and submit a bi-annual Occupational Health International Travel Service report in accordance with NHS/OM-1845.2, and / or NPR 1810.1. This report provides the detailed specifics of the medical services performed for international travelers (NASA and NASA contractor). Including but not limited to:
 - a. Number of Chloera and yellow fever vaccines administered
 - b. Number of Medical travel kits issued and contents of each kit
 - c. Number of international travel medical exams performed and specifics of exam
 - d. Number of Dept. of State medical clearances received from the Dept. of State
 - e. Number of reported International travel illnesses and type.



Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:	3. DR Number Page Date Rev.
Occupational Health Services Pricing Manual and Status Report	SA15-5.4 Page 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

3. Electronic File (report format) compatible with Microsoft Office Suite
4. Quarterly Status Report: This report or charts provides an overview of the Occupational Health Clinic activities associated with operating the site facilities at SSC and MAF. The charts and information will be disseminated and presented in a Quarterly review meeting. This information addresses status and actual / potential problems and progress toward meeting contract requirements. Indicated problems shall include proposed recovery plans and actions.
5. The information / tables / charts shall include, but not be limited to, data pertinent to the following areas:
 - a. Work schedules and staffing plan: actual work performed against the baseline contract plan. Anticipated problems, impacts, and recovery planning.
 - b. Workload data from the PWS 5.4 status
 - c. Summary of exam and certification appointments indicating when scheduled, employee cancellations, reschedules, and appointments made.
 - d. Safety metrics and other data to support safety awareness / education of employees
 - e. Participation in training, health fairs, employee education / certification accomplishments, internal / external health events, audits.
 - f. Quantity, status, and updates of OHS Standard Operating Procedures and standing work instructions for the clinic operations. (Include but not limited to: Physical examination protocols and processes, Clinical laboratory procedures, Cardiopulmonary laboratory procedures, clinical operations, X-ray machine procedures, medical / infectious waste procedures, privacy act procedures, bloodborne pathogen procedures, employee complaint procedures, emergency response support procedures, sub contracting laboratory and supplies procedure.
 - g. House keeping and equipment status
 - h. Material and supplies status
 - i. Additional treatment / OHS request (IDIQ request) and status of each request.



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Employee Assistance Program: Quarterly Report	3. DR Number Page Date Rev. SA16-5.4 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: QU
6. Distribution: Approval: RA50, AS60 Distribution: RA50, AS60	
8. As of Date:	7. Initial Submission: Submit for approval within 30 days after contract start date

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: In support of OPM data collection. Used for metrics in order to maintain and improve a healthy work environment.	10. Reference: NPR 1800.1C
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11. Preparation Information:
Required information per OPM Form 1210 (latest revision)

All portions of the two (2) page OPM form 1210 to be filled in from data compiled from the EAP services provided.

Similar forms to OPM 1210 may be substituted as agreed upon between the Contractor and the NASA technical representative / and NASA COR.



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Wellness and Fitness Center Status

3. DR Number Page Date Rev.
SA17-5.4 Page 1 of 2

SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: QU
6. Distribution: RA50, AS60	
8. As of Date:	7. Initial Submission: Submit within 30 days after contract start date.

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: This report will be used to help communicate the Contractor's performance and provide information supporting the overall health of the Wellness / Fitness program to NASA. Used for assessment discussions and information exchange between internal NASA management and external communications with NASA HQ.	10. Reference:
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11. Preparation Information:
- The contractor shall prepare a quarterly summary report of wellness / fitness center activities detailing program participation, organizations / company / tenant members, activities provided, health screenings / clinic referrals, overall assessment of the facility and operational cost.
1. The status report shall be of sufficient detail that will allow assessment of the effectiveness of the program. As a minimum, the report shall provide:
 - a. Membership demographics, percentage of use by demographics, programs and participation by demographics, an overall assessment of the program with substantiating data.
 - b. Provide data such as new initiatives, success of programs offered measured by number of participants meeting their individual goals, etc.
 - c. A listing of exercise equipment, number of days in down-time for repair, replacement activities, and newly purchased items.
 - d. The number of health screening referrals to the clinic.
 - e. Any Injury and / or health action. Described the finding and resolution (employee name should not be reported on this report)



National Aeronautics and
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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

**Data Requirement (DR)
Continuation Sheet**

Data Procurement Document

1. Number Issue

2. Title: Wellness and Fitness Center Status	3. DR Number Page Date Rev. SA17-5.4 Page 2 of 2
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:
- 2. The report shall include an operating profit and loss statement to include utility and maintenance costs.
 - 3. Provide any recommendation that could possibly improve operational aspects and / or cost reductions while maintaining a successful wellness / fitness program.
 - 4. Electronic File (report format) compatible with Microsoft Office Suite